



LOT MERGER SUBMITTAL CHECKLIST

Planning & Community Development

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information.

- Lot Merger Application and Affidavit**
- Submittal Fee:** \$408.00
- Critical Areas Worksheet.** A worksheet is not required for all applications, please verify with our office. Note: a critical area report may be required if a critical area exists on or adjacent to the site.
- Title Report – one (1) copy for each lot**
 - Less than 30 days old
 - Include Schedule describing all associated recorded instruments
- Declaration of Lot Merger**
 - The Declaration of Lot Merger document must contain the complete accurate legal descriptions, including any recorded easements along with parcel number(s) of the existing/original. When completed, the document must contain the notarized acknowledgements and signatures of ALL involved parties.
 - An accurate drawing of the existing/original parcels, depicting the parcel numbers, easements, and the lot line being removed identified.
 - Deeds, deeds of trust, and mortgage releases if ownership is being transferred. (King County requires that a deed be recorded if the properties being adjusted are not owned by the same person. King County also requires that the property taxes are current.)
 - The Declaration of Lot Merger must be clearly filled in with dark ink printing or typing. The document must have exact State required margins as follows: 3” Top Margin, 1” Side and Bottom Margins.
 - Number each page consecutively.

- Record of Survey – two (2) copies (optional)**
 - Submit draft paper documents. Prior to approval one mylar prepared according to survey map requirements (WAC 332-130-050) with an approval block and declaration statement must be submitted.

*Declaration of Lot Merger not required when providing Record of Survey

When approved, the applicant will be notified that the Declaration of Lot Merger or survey documents are ready for recording with King County, along with any necessary supportive documents. One (1) copy of the recorded Mylar along with an electronic (.dwg) copy shall be returned to Planning & Community Development.

IMPORTANT NOTICE: Applicants may wish to have the Declaration reviewed by a licensed land surveyor and/or title officer to ensure that all deeds, legal descriptions, and maps are correct and accurate. The accuracy of the Declaration is the responsibility of the applicant.

The City of Shoreline makes no representation, expressed or implied, regarding this proposed lot merger other than this Lot Merger does not create any additional lot, tract, parcel, site or division, and assumes no liability for any errors or complications that arise therefrom.

- OTHER INFORMATION** – The following information may be required to record the adjustment with King County.
 - **Payment property taxes.** King County Assessor’s Office requires payment of outstanding taxes prior to recording.

NOTE: Please be sure that all drawings are clear and information is legible. No pencil drawings will be accepted.

Fees effective 1/2020

The Development Code (Title 20) is located at CodePublishing.com

Hours of Operation: M, T, Th, F: 8:00 a.m.–5:00 p.m., W: 1:00–5:00 p.m. ♦ Permit Processing ends at 4:00 p.m. daily

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