

Seattle Permits

Part of a multi-departmental City of Seattle series on getting a permit

Application Requirements for Lot Boundary Adjustments

Updated July 7, 2026

Washington State law allows adjustments of boundary lines if certain conditions are met. Applications for lot boundary adjustments in Seattle are filed by appointment with the Seattle Department of Construction and Inspections (SDCI) as a Master Use Permit application.

Lot boundary adjustments must satisfy public concerns of health, safety and welfare as detailed in Seattle's Land Use Code (Chapter 23.28 of the Seattle Municipal Code or SMC).

Seattle codes and regulations are available on our [Land Use Code website](#).

Definition

RCW 58.17.040 (6) describes a boundary line adjustment as follows:

A division made for the purpose of alteration by adjusting boundary lines, between platted or unplatted lots or both, which does not create any additional lot, tract, parcel, site, or division nor create any lot, tract, parcel, site, or division which contains insufficient area and dimension to meet minimum requirements for width and area for a building site.

Application Instructions

- Please [send us a question](#) for assistance on fees and procedural requirements related to your application.
- Requesting an Appointment—Lot boundary applications are filed by a scheduled appointment through our [Seattle Services Portal](#).
- You must receive a SDCI record number in order to schedule an intake appointment. You must submit a

Preliminary Application in order to get a record number.

- A 18" x 24" survey may be required by us for a lot boundary adjustment application (per SMC 23.76.010D.6). In order to obtain information that cannot otherwise be verified, such as when aerial photos show structures encroaching on lot lines.

The survey should be prepared by/or under the supervision of a Washington state licensed land surveyor who certifies on the plat that it is a true and correct representation of the lands actually surveyed.

Your surveyor should refer to the standard survey example on page 6. The full size (18" x 24") survey template is available online in [AUTOCAD format](#).

- The applicant may use the form containing the 8½" x 14" template, which is available [on our forms webpage](#). You can also get this form by contacting us via the [SDCI Services webpage](#). The information you provide will be presumed to be accurate, including the location of property lines relative to any improvement on the site or adjacent improvements on abutting properties involved in the lot boundary adjustment. If the proposed lot boundary adjustment, as described, is technically accurate (see the attached checklist) and does not violate standards in the Land Use Code, then the survey waiver may be granted.
- Comply with shoreline rules. If your proposed lot boundary adjustment is located near a shoreline, you must comply with the shoreline rules unless you are proposing a unit lot subdivision (SMC 23.60A.168).

- Each of your lots must have an area for the principal and accessory structures, necessary walkways, and access that is outside the shoreline setback for the applicable environment and outside priority habitat.
- You must divide your lots to prevent the need for shoreline stabilization for the life of the development. Your development must

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allow natural processes, such as erosion, to occur without threatening the stability of the development.

- You must configure your lots to protect ecological functions, including priority habitat by establishing separate tracts or by recording non-disturbance areas and a covenant.
- If you adjust lots that now have new water frontage in the shoreline environment, those lots are restricted to water-dependent, water-related, or neighborhood residential uses. You must record this restriction on the plat and in a covenant.

- **Fees are charged in accordance with the fee schedule** established annually by the City Council in the Permit Fee Ordinance. Fee deposits are collected at time of application and include the King County recording fee. Once analysis or research begins on an application, none of the fee is refundable, except the recording fee. There may also be charges at the end of the process that accrued during the actual review. These fees could include Drainage, geo-technical (ECA), Land Use and/or ordinance/structural reviews.

- **Submit the application package** for review via the [Seattle Services Portal](#). The documents are not required to be notarized for application intake.

Review Process

The Director shall approve an application for a lot boundary adjustment if it is determined that:

- No additional lot, tract, parcel, site or division will be created by the proposed adjustment
- No lot contains insufficient area and dimensions to meet the minimum requirements for development as calculated under the development standards of the zone in which the lots affected are situated and under any applicable regulations for siting development on parcels with riparian corridors, shoreline habitat, shoreline habitat buffers, wetlands, wetland buffers or steep slopes in chapter 25.09. Any required nondisturbance area shall be legibly shown and described on the site plan, and a covenant shall be required as set out in Section 25.09.335.
- Every proposed adjusted lot shall conform to the following standards for lot configuration,

unless a modification is authorized under section 23.28.030.A.4:

- If an adjusted lot is proposed with street frontage, then one lot line shall abut the street for at least 10 feet.
- No adjusted lot shall be less than 10 feet wide for a distance of more than 10 feet as measured at any point.
- No adjusted lot shall have more than six separate lot lines. The lot lines shall be straight lines unless the irregularly shaped lot line is caused by an existing right of way or existing lot line.
- If adjusted lot is adjacent to an alley, and the adjacent alley is either improved or required to be improved according to the standards of Section 23.53.030, then no adjusted lot shall be proposed that does not provide alley access, except that access from a street to an existing use or structure is not required to be changed to alley access. Proposed adjusted lots shall have sufficient frontage on the alley to meet access standards for the zone in which the property is located.
- **Modification.** The director's recommendation on a proposed lot boundary adjustment may modify the standards of subsection 23.28.030.A.3 if the applicant demonstrates that the proposed lot boundary adjustment meets the following criteria:
 - The property has one of the following conditions not created by the applicant:
 - Natural topographic features or natural obstructions prevent the reconfiguration of one or more lots according to the standards of subsection 23.28.030.A.3.
 - Location of existing principal structures that are retained on lots existing prior to the proposed lot boundary adjustment require a reconfiguration of one or more lots that cannot reasonably meet the standards of subsection 23.28.030.A.3.
 - Location of existing easements or feasibility of access to portions of the property prevents the reconfiguration of lot lines that meet the standards of subsection 23.28.030.A.3.
 - The lot boundary adjustment establishes an irregular lot line that resulted from an adverse possession claim.

- Modification of the standards of subsection 23.28.030.A.3 shall be the minimum necessary to allow adjusted lots that each contain a building area for development that meets the development standards of the zone in which the proposed lot boundary adjustment is located.
 - The adjusted lot has adequate drainage, water supply and sanitary sewage disposal, and access for vehicles, utilities and fire protection.
 - The lot boundary adjustment is consistent with applicable provisions of Title 23 of the Seattle Municipal Code.

An application for a lot boundary adjustment on a parcel containing an environmentally critical area or buffer shall include the information described in Section 25.09.330, unless the Director determines that some of the information listed is not necessary for reviewing the application.

The application is distributed internally and to Seattle Public Utilities, Seattle Fire Department and Seattle City Light for comment. During this review you will receive corrections from all review units. You must address all corrections.

Approval Process

If the proposed lot boundary adjustment meets the criteria mentioned above, the application will be approved. If corrections to the lot boundary adjustment application package are necessary, we will send the applicant a notice explaining the corrections needed.

The applicant is then responsible for:

- making the corrections and verifying their accuracy prior to final approval
- submitting new plans to SDCI

Recording and Permit Issuance

A letter documenting the Director's Decision and outlining the recording process will be sent to the designated contact person.

If the 18" X 24" survey format is required (as detailed on page 1), three (3) signed and notarized paper copies of the completed/corrected survey are required.

We will record the lot boundary adjustment with King County Division of Records and Elections and file it with the King County Assessor's office.

After the lot boundary adjustment is recorded, the permit for this platting action will be issued. A lot boundary adjustment permit must be issued before a building permit can be issued for new structures on any newly configured lots.

Seattle Department of Construction and Inspections

Checklist for Lot Boundary Application Intake

Please use the following checklist for your lot boundary adjustment application. Items numbered (1) through (9) are keyed to the attached sample.

1. Lot Boundary Adjustment Project Number
A project number will be generated by staff when the PAF is submitted.
2. Grantor and Grantee
Grantor: List all of the owners of the properties to be adjusted. Grantee: City of Seattle, King County, WA.
3. Contact Person
List the person who will be SDCI's contact for corrections and correspondence. Provide a mailing address and a telephone number. Provide e-mail and/or internet address if applicable.
4. Abbreviated Legal Description
Insert the short legal description using Lots, Block, Subdivision, Vol. and Page or Section, Township and Range.
5. Assessor's Property Tax Parcel Numbers (Account Number)
Provide the 10 or 12 digit code(s) that identifies the parcel(s) of all lots to be adjusted.
6. Scaled Drawing (Survey) of the Sites to be Adjusted
Use standard cartographic practice. All line lengths should be to scale and dimensioned. Use pen weight and/or lettering style for clear differentiation of lines. The plat should include:
 - North arrow and references
 - Scale notation (e.g., 1" = 50') and bar scale (see sample)
 - Existing lot lines (lighter pen weight, dashed) - Show the entire property of each of the sites included in the adjustment
 - Proposed lot lines (heavier pen weight, solid)
 - Bearings (if metes and bounds) and distances of lot lines
 - Width of rights-of-way and condition (paved, curb/gutter/sidewalk) of street/alley
 - Parcels identified (use Parcel A, Parcel B, etc.)
 - Lot area in square feet of each parcel
 - Relationship of property to established street monuments
 - Dimensions of easements/turnarounds (use lighter pen weight and different lettering)
 - Dimensions and location of driveways, curbcuts, and off-street parking
 - Dimensions of all structures and distances to the property lines
 - Dimensions of eaves and other architectural features
 - Indicate proposed removal of structures
 - Dimensions of easements/turnarounds (use lighter pen weight and different lettering)
 - Grading plans if vehicle access to lots exceeds 15% grade
 - Address of existing structures
 - Location of water and sewer lines in the street rights-of-way

- Location, size and species (common name) of all trees greater than 6" in diameter measured 4-1/2 feet above the ground
 - If your LBA is located in one or more of the ECAs or buffers in the bulleted list below, then the ECA covenant and ECA permanent markers will need to be shown on your LBA
 - steep slope
 - landslide-prone areas
 - riparian corridors
 - wetlands
 - shoreline habitat
 - fish and wildlife habitat
7. Delineate all Applicable ECAs on Site
Additional documentation, such as a wetland report, and soils report, may be required.
8. Legal Descriptions
Provide full legal descriptions of the existing parcels. Provide full legal descriptions of each new parcel. Identify parcels by letters A, B, etc. If this lot boundary adjustment adjusts a parcel of a previous short plat or LBA, provide the complete legal description of the original parcel with a reference to the short plat or lot boundary adjustment parcel (AKA Parcel C of Short Subdivision #890_ _ _ , recorded under K.C. Recording # 89XXX-XXXX). Also include recorded easements as part of the legals.
9. Surveyor's Certificate
The surveyor will complete these two boxes with date, certificate number, signature, and surveyor stamp/address.
10. Reference Box
Complete the appropriate items in the box.
11. Evidence of Ownership or Authorization From the Property Owner to Apply
If owner's agent, provide a written authorization from the owner to allow the agent to act as representative to apply for this project action.
12. A Signed Statement of Financial Responsibility by the Applicant and/or Owner
See our [form](#) or Director's Rule 5-2003, Statement of Financial Responsibility for Payment of Fees.
13. Refer to SMC 25.09.330 for Application Submittal Requirements When Located in an ECA
Please contact a SDCI land use planner for guidance and a determination of specific information required in the survey, which includes a topographical survey.

LEGAL DISCLAIMER: *This Tip should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all code and rule requirements, whether or not described in this Tip.*