

## Title 16

### SUBDIVISIONS

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## Chapter 16.04

### GENERAL PROVISIONS

Sections:

- 16.04.010 Title.
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- 16.04.030 Purpose.
- 16.04.040 Definitions.
- 16.04.050 Regulation of land development.
- 16.04.060 Processing applications.
- 16.04.070 Fees.
- 16.04.080 Enforcing authority.

#### **16.04.010 Title.**

This title shall be known as the subdivision code for the town. (Ord. 603 § 1, 2009; Ord. 497 § 1, 2000)

#### **16.04.020 Relationship to comprehensive plan and Growth Management Act.**

This title is hereby enacted to be consistent with and implement the comprehensive plan in accordance with Chapter 36.70A RCW. (Ord. 603 § 1, 2009; Ord. 497 § 1, 2000)

#### **16.04.030 Purpose.**

The purpose of this title is to implement the policy of state law pertaining to the subdivision and dedication of lands, including but not limited to Chapters 36.70A, 43.21 and 58.17 RCW and Chapter 197-11 WAC. (Ord. 603 § 1, 2009; Ord. 497 § 1, 2000)

#### **16.04.040 Definitions.**

For the purposes of this title, the definitions in this section shall mean as follows:

A. "Alteration" means the modification of a previously recorded plat or subdivision, or any portion thereof, which results in the revision of interior lot lines, the addition of new lots or more land, deletion of existing lots or the removal of plat or lot restrictions or dedications.

B. "Applicant" means any person, firm or corporation proposing to make, or having made, an application for subdivision, short subdivision, or boundary line adjustment.

C. "Boundary line adjustment" means a revision of lot boundary lines, which does not create an additional lot or reduce the area of any lot to less than the minimum zone area requirements to create any violation of building setback requirements of the zoning code.

D. "Dedication" means the deliberate appropriation of land by an owner for any general and public uses, reserving to himself no rights other than such as are compatible with the full exercise and enjoyment of the public uses to which the property has been devoted. The intention to dedicate shall be evidenced by the owner by the presentment for filing of a final plat or short plat showing the dedication thereon; and the acceptance by the public shall be evidenced by the approval of such plat or short plat for filing by the town.

E. "Easement" means a grant by the property owner of the use of land by a public corporation or persons for specific purposes.

F. "Engineer" means an individual licensed as a professional engineer currently registered in the state.

G. "Final plat" means the final drawing of the subdivision and dedication(s) prepared for filing for record with King County department of records and elections and containing all elements and requirements set forth in Chapter 57.18 RCW, et seq., and in town regulations adopted herein.

H. "Land surveyor" means an individual licensed as a land surveyor in the state of Washington pursuant to Chapter 18.43 RCW, Engineers and Land Surveyors.

I. "Official maps" means those official maps or map, or portions thereof, adopted by the town council.

J. "Planning commission" means that commission established by the town council as provided by Chapter 35.63 RCW.

K. "Plat" means a map or representation of a subdivision, showing thereon the division of a tract or parcel of land into lots, blocks, streets, and alleys or other divisions and dedications.

L. "Preliminary plat" or "preliminary short plat" means a neat and approximate drawing to scale of a proposed subdivision or short subdivision which shall furnish a basis for the approval or disapproval of the general layout.

M. "Short plat" means the map or representation of a short subdivision.

N. "Short subdivision" means the division of land into four or less lots, tracts, parcels, sites or divisions for the purpose of sale or lease.

O. "Subdivision" means the division of land into five or more lots, tracts, parcels, sites or divisions for the purpose of sale or lease. (Ord. 603 § 1, 2009; Ord. 497 § 1, 2000)

#### **16.04.050 Regulation of land development.**

No person, firm or corporation may alter or revise the boundary lines of any property or partition or divide for separate ownership or offer to sell or enter into a contract for the sale of any land until the town council has given final approval of the revised boundary lines or property division. (Ord. 603 § 1, 2009; Ord. 497 § 1, 2000)

#### **16.04.060 Processing applications.**

Upon receipt of an application for preliminary plat, short subdivision, or boundary line adjustment, town staff will review and notice the application in accordance with regulatory reform. Once the application is determined to be complete, the project proposal will be scheduled for a public meeting before the planning commission and a public hearing before the town council. At a public meeting, the planning commission will review the proposal and forward a recommendation of approval, conditional approval, or denial of the project to the town council. Upon receipt of a recommen-

dation from the planning commission, the town council will hold an open record public hearing to hear public testimony and take one of the following actions: approve the application, conditionally approve the application, continue the hearing, or deny the application. (Ord. 603 § 1, 2009; Ord. 497 § 1, 2000)

#### **16.04.070 Fees.**

A. A nonrefundable fee will be charged for making an application for approval of a subdivision, short subdivision or boundary line adjustment or for making an application for a revision of any of the above. All application fees will be as set by resolution of the town council. In addition, the applicant shall deposit with the town an amount equal to all engineering, consulting, or other costs incurred or estimated to be incurred by the town in conjunction with the application. The cost estimate shall be made by the town staff. The difference between the estimated and the actual costs shall be reconciled after all actual expenses are determined.

B. The applicant shall be responsible for payment of all recording fees charged by King County department of records and elections. (Ord. 603 § 1, 2009; Ord. 497 § 1, 2000)

#### **16.04.080 Enforcing authority.**

The town planning commission is designated and assigned the administrative and coordinating responsibilities contained in this title for the recommendation for approval or disapproval of subdivisions, short subdivisions, dedications and boundary line adjustments to the town council for approval or disapproval. (Ord. 603 § 1, 2009; Ord. 497 § 1, 2000)

**Chapter 16.08****(Reserved)****Chapter 16.12****PRELIMINARY PLAT  
REQUIREMENTS**

Sections:

16.12.010 General policies.

16.12.020 Preapplication conference.

16.12.030 Requirements.

**16.12.010 General policies.**

A. Approval of a preliminary plat or dedication indicates merely the general acceptability of the layout as submitted. Subdivision of property is subject to the approval of the final plat as provided in this chapter.

B. Preliminary plats of any proposed subdivisions and dedications shall be approved, disapproved, or returned to the applicant for modification or correction within 120 days after the town has notified the applicant that the application is complete unless the applicant consents to an extension of such time period; provided, that if an environmental impact statement is required as provided in RCW 43.21C.030, the 120-day period shall not include the time spent preparing and circulating the environmental impact statement by the town. (Ord. 603 § 1, 2009; Ord. 497 § 1, 2000)

**16.12.020 Preapplication conference.**

A preapplication conference between the applicant and the town staff shall take place prior to the formal submittal of the application. Preapplication conferences are intended as informal discussions to review the proposal, application materials, submittal requirements, and review processes. A preapplication conference does not vest a proposed application. (Ord. 603 § 1, 2009; Ord. 497 § 1, 2000)

**16.12.030 Requirements.**

Preliminary plat applications must include the following:

A. The proposed name and number of the subdivision;

B. The name and address of the developer;

C. The name, address, and seal of the land surveyor who prepared the plat drawings;

D. Land use classification as established by zoning ordinances;

E. Delineation of Existing Conditions. A map or maps drawn to scale showing the following information:

1. A vicinity map drawn to scale showing:

a. The tract to be subdivided, the proposed streets and adjacent and connecting existing streets;

b. The relative location of all lots and tracts contiguous to the proposed subdivision and the names and addresses of the owners of these lots and tracts as shown by the records of King County department of assessments;

c. Existing monuments of record which will be used in the subdivision;

d. Existing easements within the tract; and

e. The outline of all existing buildings within the tract and their dimensional relationship to proposed lot lines;

2. A topographical map prepared by a licensed surveyor showing contour elevations at two-foot intervals and showing the locations and species of all trees;

F. Delineation of Proposed Conditions. A map or maps drawn to scale showing the following information:

1. The layout and dimensions of lots with each lot identified by number;

2. The outline of all existing buildings within the tract which are to remain;

3. The location of building setback lines, as specified by zoning ordinances;

4. An indication of all land areas to be used for purposes other than residential building sites, including the nature, conditions and limitations of such uses;

5. The location of permanent cased survey monuments as specified by the town staff;

6. The layout, dimensions and profiles of proposed streets, alleys, footpaths and easements;

7. The layout of the proposed storm water drainage system;

8. The layout of all proposed utilities;

G. Water System Service. Application for preliminary approval shall be accompanied by written evidence from the appropriate water district that water is available and will be furnished to serve the proposed water distribution system;

H. Sewer System Service. Application for preliminary approval shall be accompanied by written evidence from the city of Bellevue department of utilities that sewer service will be provided to the proposed subdivision or short subdivision;

I. A title report showing all ownership interest in the property to be subdivided. The title report shall not be older than 30 days prior to the time of submitting the application;

J. A State Environmental Policy Act (SEPA) checklist. (Ord. 603 § 1, 2009; Ord. 497 § 1, 2000)

## Chapter 16.16

### DESIGN REQUIREMENTS

Sections:

- 16.16.010 Street layout.
- 16.16.020 Private lanes.
- 16.16.030 Driveway easements or direct-ownership driveways.
- 16.16.040 Lot design.

#### 16.16.010 Street layout.

The following requirements apply when the subdivision or short subdivision is provided with dedicated public streets:

A. Street Layout. Street layout shall conform to a plan that provides the most advantageous development of the adjoining areas and the entire neighborhood, and shall provide for the continuity of existing streets and arterials.

#### B. Rights-of-Way.

1. Minimum Right-of-Way. Through streets and dead-end streets over 900 feet in length shall have a minimum right-of-way of 50 feet. Dead-end streets less than 900 feet in length shall have a minimum right-of-way of 40 feet.

2. Dead-End Streets. All dead-end streets shall terminate in a cul-de-sac having a minimum diameter of 70 feet, or other equivalent design as approved by the town council.

C. Grades. Grades of streets shall not exceed 12 percent unless conditions of topography require a steeper grade for practical reasons in the judgment of the town staff.

1. Curves. All changes in street grades shall be connected by vertical curves meeting the standards of the town staff;

2. Intersections. The property lines at street intersections shall be rounded with a minimum radius of 20 feet. (Ord. 603 § 1, 2009; Ord. 497 § 1, 2000)

#### 16.16.020 Private lanes.

The following requirements and limitations apply when the planning commission determines that the subdivision or short subdivision cannot reasonably provide a right-of-way because of the unique characteristics, small size or dimensions of the property to be divided. A private lane shall serve no more than seven building sites.

A. Easement for Private Lanes. Perpetual and reciprocal easements shall be granted between the several lots of the subdivision or short subdivision in a form approved by the town council and recorded with the King County department of records and elections. Such easements shall be for ingress and egress of vehicular and pedestrian traffic and underground utilities, and such easements shall perpetually grant to the town the right of ingress and egress over and upon the same for the exercise of police power of the town, including the conduct of all municipal responsibility and the protection of life and property. Such easements shall perpetually burden the lots within the subdivision with the obligation of upkeep, maintenance and repair of the private lane in accordance with minimum standards for such work prevailing in the town so as to ensure, in the future, the continuing exercise by the town of its police power in the subdivision.

B. Maintenance and Repair. If the owners of such lots which utilize a private lane for access to a public right-of-way do not maintain the private lane, the town may make necessary repairs, the cost of which shall be assessed against the owners of the lots which are serviced by the private lane. If the private lane must be repaired or reconstructed, then each parcel shall share equally in the cost of repair or reconstruction.

C. Width. Private lanes shall have a minimum easement width of 20 feet for their entire length.

D. Turn-Around Area. A turn-around area shall be located adjacent to or within the most distant lot from the public street which is to be served by the private lane. The turn-around shall be of a reasonable shape to provide for the turning around of motor vehicles, as approved by the town staff.

E. Approval. The location of all private lanes and turn-around areas shall be located subject to the approval of the town council.

F. The area of the private lane shall not be included as a portion of any lot. Setbacks shall be measured from the near edge of the private lane easement.

G. Exception. Private lanes are prohibited where adequate lot size and proportions can be obtained through the dedication of full width streets, in spite of the fact that the number of lots possible may be less than would be possible if the plat utilized a private lane in lieu of a dedicated street. (Ord. 603 § 1, 2009; Ord. 497 § 1, 2000)

#### **16.16.030 Driveway easements or direct-ownership driveways.**

A. When a parcel can only be divided into two lots, an easement or direct-ownership panhandle driveway for ingress and egress may be allowed. Such driveway or easement shall have a minimum width of 15 feet for its entire length and shall abut on a public street. The area of this easement or driveway shall not be included as a portion of either parcel. A turn-around is not required. Setbacks, in all instances, shall be measured from the near edge of the easement or property line adjacent to the panhandle driveway and shall be the same as those for private property. It is encouraged that such easements shall serve both parcels.

B. If an existing access easement is located on the property proposed in the subdivision or short subdivision, and the existing easement serves an adjacent parcel not part of the subdivision or short subdivision, the driveway easement proposed in the subdivision or short

subdivision shall be considered a private lane and must meet the requirements of YPMC 16.16.020.

C. If a parcel is being divided into two lots but is capable of being divided into three or more lots, then the access easement shall be considered a private lane and must meet the requirements of YPMC 16.16.020. The area of the private lane easement shall not be included as a portion of any lot. Setbacks shall be measured from the near edge of the private lane easement and shall be as required for setbacks from private lanes. (Ord. 603 § 1, 2009; Ord. 497 § 1, 2000)

#### **16.16.040 Lot design.**

A. Size. Minimum lot size shall be as specified in the zoning code. An area designated as a private lane, easement or panhandle driveway for use as access shall not be included in lot area computations.

B. Shape. Lots shall be of as simple a geometric shape as possible. In cases where existing lot lines present a condition in conflict with this requirement, boundary line adjustments should be encouraged in order to meet the intent of this requirement.

C. Access. Every lot shall abut on a public street, private lane or easement driveway by a minimum of 20 feet, except for easement or panhandle driveways as permitted under YPMC 16.16.030.

D. Existing Structures. New lot lines shall be drawn in such a manner as to require existing structures to meet requirements of the zoning code. (Ord. 603 § 1, 2009; Ord. 497 § 1, 2000)

## Chapter 16.20

### IMPROVEMENTS

#### Sections:

- 16.20.010 General policies.
- 16.20.020 Street surfaces.
- 16.20.030 Private lane surfaces.
- 16.20.040 Water system.
- 16.20.050 Sewer system.
- 16.20.060 Storm sewers.
- 16.20.070 Utilities.
- 16.20.080 Survey monuments.
- 16.20.090 Installation of improvements.

#### **16.20.010 General policies.**

Final street, private lane, storm sewer, water and underground services plans must be submitted to the town staff for approval prior to actual construction. If any changes are made during the installation, revised drawings showing the exact location of same must be provided to the town staff. All utilities or storm drains installed in the streets shall be constructed prior to the surfacing of such streets. Service connections for all utilities shall be laid to such lengths as will obviate the necessity for disturbing the street improvements when service connections are made. (Ord. 603 § 1, 2009; Ord. 497 § 1, 2000)

#### **16.20.020 Street surfaces.**

Streets shall be constructed to full width and surfaced in accordance with the town's standard plans and subject to the inspection of the town staff. (Ord. 603 § 1, 2009; Ord. 497 § 1, 2000)

#### **16.20.030 Private lane surfaces.**

Private lanes shall be constructed no less than 11 feet in width and surfaced in accordance with the town's standard plans and subject to the inspection of the town staff, including surfacing of the turn-around suffi-

cient to accommodate the operation of emergency vehicles including fire vehicles. (Ord. 603 § 1, 2009; Ord. 497 § 1, 2000)

#### **16.20.040 Water system.**

The water distribution system including the location of fire hydrants shall be designed and installed in accordance with the standards of the appropriate water district. Connections shall be provided for each lot. (Ord. 603 § 1, 2009; Ord. 497 § 1, 2000)

#### **16.20.050 Sewer system.**

The subdivision and short subdivision shall have a complete sanitary sewer system which shall be designed and installed in accordance with the standards of the city of Bellevue department of utilities. (Ord. 603 § 1, 2009; Ord. 497 § 1, 2000)

#### **16.20.060 Storm sewers.**

All subdivisions and short subdivisions shall provide storm sewers for the control and disposal of surface and ground water runoff, including but not limited to such water as may be collected from roof downspouts, drains, surface drains and foundation drains. Such sewers and appurtenances shall be so located and designed to meet the requirements specified by the town staff, so as to conform and be compatible with adjacent natural drainage ways and storm sewers and to meet the requirements of YPMC 17.20.040. (Ord. 603 § 1, 2009; Ord. 497 § 1, 2000)

#### **16.20.070 Utilities.**

All new and upgraded utilities for subdivisions and short subdivisions shall be installed underground. (Ord. 603 § 1, 2009; Ord. 497 § 1, 2000)

**16.20.080 Survey monuments.**

Permanent monuments and other markers shall be erected and located and each lot shall be staked in accordance with the standards and subject to the inspection of the town staff. (Ord. 603 § 1, 2009; Ord. 497 § 1, 2000)

**16.20.090 Installation of improvements.**

When the preliminary subdivision or dedication has received preliminary approval by the town council, the subdivider may elect by a written statement to carry out minimum improvements (before requesting final approval in accordance with the provisions of this chapter) by one of the following methods or by a combination of these methods:

A. By furnishing the town with a subdivision bond, in which assurance is given to the town that the installation of minimum improvements will be made within one year from the date of preliminary approval. The amount of the subdivision bond shall be equal to 125 percent of the estimated cost of the improvements as approved by the town staff. All legal costs incurred by the town to enforce completion of the site improvements shall be borne by the subdivider and/or become a lien against the property.

B. By actually installing the minimum improvements within one year from the date of preliminary approval.

C. By providing a set-aside account in an amount equal to the installation cost of the improvements to be repaid upon the completion of the installation to the satisfaction of the town staff. (Ord. 603 § 1, 2009; Ord. 497 § 1, 2000)

**Chapter 16.24****FINAL PLAT REQUIREMENTS**

Sections:

16.24.010 Form of final plat.

16.24.020 Intent of final plat.

16.24.030 Compliance with RCW and WAC.

16.24.040 Requirements.

**16.24.010 Form of final plat.**

The final plat shall be prepared by a land surveyor on mylar, 18 inches by 24 inches. More than one sheet may be required. (Ord. 603 § 1, 2009; Ord. 497 § 1, 2000)

**16.24.020 Intent of final plat.**

The final plat shall not deviate from the intent of the preliminary plat upon which tentative approval was granted. (Ord. 603 § 1, 2009; Ord. 497 § 1, 2000)

**16.24.030 Compliance with RCW and WAC.**

All final plats submitted to the town shall meet the requirements set out in Chapter 58.09 RCW, Chapter 332-130 WAC, and the requirements set out in YPMC 16.24.040. (Ord. 603 § 1, 2009; Ord. 497 § 1, 2000)

**16.24.040 Requirements.**

Each and every plat, or replat, of any property filed for record shall contain the following:

A. Statements, declarations, or dedications, and certifications of approval and recording as follows:

1. A declaration statement, or if there is to be a dedication of public right-of-way, a dedication statement, by the owner(s) of the property being subdivided declaring their intent to subdivide the property, including certification of the owner(s) signature by a notary public;

2. A statement of approval from the town staff;

3. A statement by the registered land surveyor certifying that the plat is based upon an actual survey;

4. If there is a dedication of public right-of-way, a statement by the town clerk/treasurer that there are no delinquent special assessments and all special assessments on any of the property to be dedicated are paid in full;

5. Certificates of approval by the planning commission, mayor, and council;

6. A recording certificate signed by the appropriate officials of the King County department of records and elections; and

7. A certification from the proper officer or officers in charge of tax collections that all taxes and delinquent assessments for which the property may be liable as of the date of certification have been duly paid, satisfied or discharged.

Samples of these statements and certificates can be obtained from the town clerk/treasurer.

B. Identification and Description. The following data shall be shown on the plat:

1. Name of subdivision and plat file number;

2. Location by section, township, and range and the notation "Town of Yarrow Point, Washington";

3. The name, address, seal and signature of the land surveyor who prepared the plat drawing;

4. The name of the developer;

5. Scale, date, and the direction of north referenced to Washington Lambert Grid, north zone, or approved alternative;

6. The description of the property platted as shown on the plat certificate (see YPMC 16.12.030(I));

7. A complete survey of the plat and section, or sections, in which the plat is located, or as much as may be necessary to properly orient the plat within such section or sections;

8. True courses and distances to the nearest section corners which shall accurately establish the location of the subdivision;

9. The subdivision boundary lines with accurate distances and bearings referenced to Washington Lambert Grid, north zone, or approved alternative;

10. The name, location, width, bearings and distances of all easements within the subdivision;

11. Radii, internal angles, points of curvature, tangent bearings, and length of all arcs;

12. All lot numbers, and lot perimeter dimensions and bearings;

13. The location of survey monuments;

14. Accurate outlines of any areas to be dedicated or reserved for public use, with the purpose and the statement of dedication indicated thereon, and any area to be reserved by deed covenant for common uses of certain property owners. (Ord. 603 § 1, 2009; Ord. 497 § 1, 2000)

## Chapter 16.28

### SHORT SUBDIVISIONS

Sections:

- 16.28.010 General policies.
- 16.28.020 Preapplication conference.
- 16.28.030 Procedures.
- 16.28.040 Requirements.

#### 16.28.010 General policies.

A. Approval of a preliminary short subdivision or dedication indicates merely the general acceptability of the layout as submitted. Short subdivision of property is subject to final approval as required by this chapter.

B. Preliminary short subdivisions and dedications shall be approved, disapproved, or returned to the applicant for modification or correction within 120 days after the town has notified the applicant that the application is complete unless the applicant consents to an extension of such time period. (Ord. 603 § 1, 2009; Ord. 497 § 1, 2000)

#### 16.28.020 Preapplication conference.

A preapplication conference between the applicant and the town staff shall take place prior to the formal submittal of the application. Preapplication conferences are intended as informal discussions to review the proposal, application materials, submittal requirements, and review processes. A preapplication conference does not vest a proposed application. (Ord. 603 § 1, 2009; Ord. 497 § 1, 2000)

#### 16.28.030 Procedures.

A. The provisions of this chapter may be used by a subdivider seeking approval of a short subdivision. A subdivider utilizing the provisions of this chapter must meet the requirements of a final plat as specified in YPMC 16.24.040.

B. The application will be submitted to the town clerk/treasurer who will affix to the application a file number and the date it is

received. The application will be transmitted to the town staff and the planning commission for review. The planning commission shall, at its next regular meeting, make a recommendation for approval, disapproval or revision. Upon recommendation for approval or disapproval, the application will be transmitted to the town council. The town council will approve, disapprove or recommend revisions to the short subdivision at a public hearing during the regular meeting of the town council which follows the planning commission meeting. (Ord. 603 § 1, 2009; Ord. 497 § 1, 2000)

#### 16.28.040 Requirements.

A. Filing. When the town council finds that the public use and interest will be served by the proposed short subdivision and the short subdivision meets the requirements of this chapter and all local regulations, it shall authorize the mayor to inscribe and execute his/her written approval on the face of the plat. The original of the final short plat shall be submitted by the developer to the town and thereafter the town will file for record with the King County department of records and elections. One copy shall be retained by the town. One copy shall be furnished to the town staff.

B. Short subdivisions shall comply with Chapters 16.16 and 16.20 YPMC.

C. No building permit will be issued on any lot created by the short plat approval until all required improvements are completed, bonded for completion, or a set-aside account equal to 100 percent of the actual cost of said improvements is created and approved by the town staff and the short plat has been recorded. (Ord. 603 § 1, 2009; Ord. 497 § 1, 2000)

## Chapter 16.32

### BOUNDARY LINE ADJUSTMENTS

#### Sections:

- 16.32.010 General policies.
- 16.32.020 Preapplication conference.
- 16.32.030 Procedures.
- 16.32.040 Filing.
- 16.32.050 Compliance with zoning code.
- 16.32.060 Nonconforming structures.

#### **16.32.010 General policies.**

In accordance with RCW 58.17.040(6), an exemption from platting requirements may be granted for boundary line adjustments if the division is made for the purpose of adjusting boundary lines and does not create any additional lot, tract, parcel, site, or division nor create any additional lot, tract, parcel, site or division which does not meet the applicable requirements of the Yarrow Point zoning code. (Ord. 603 § 1, 2009; Ord. 585 § 1, 2008; Ord. 497 § 1, 2000)

#### **16.32.020 Preapplication conference.**

A preapplication conference between the applicant and the town staff shall take place prior to the formal submittal of the application. Preapplication conferences are intended as informal discussions to review the proposal, application materials, submittal requirements, and review processes. A preapplication conference does not vest a proposed application. (Ord. 603 § 1, 2009; Ord. 585 § 2, 2008; Ord. 497 § 1, 2000)

#### **16.32.030 Procedures.**

A. The application will be submitted to the town clerk/treasurer who will affix to the application a file number and the date it was received. The application for a boundary line adjustment will be transmitted to the town staff and the planning commission for review. The planning commission shall make a recommendation for approval, disapproval or revision.

Upon recommendation for approval or disapproval, the application will be transmitted to the town council. The town council will approve, disapprove or recommend revisions to the boundary line adjustment at a public hearing.

B. Applicants shall provide the following:

1. The name, address and phone number of the applicant (owner);
2. The legal descriptions of the lots before and after the proposed boundary line adjustment;
3. A map drawn to scale by a licensed surveyor as required by YPMC 16.12.030(E) and (F). (Ord. 603 § 1, 2009; Ord. 497 § 1, 2000)

#### **16.32.040 Filing.**

The original of the final boundary line adjustment drawing shall be submitted by the applicant to the town and thereafter the town will file for record with the King County department of records and elections. One copy shall be retained by the town. One copy shall be furnished to the town staff. (Ord. 603 § 1, 2009; Ord. 585 § 3, 2008; Ord. 497 § 1, 2000)

#### **16.32.050 Compliance with zoning code.**

No boundary line adjustment will be allowed which results in a violation of the zoning code. (Ord. 603 § 1, 2009; Ord. 497 § 1, 2000)

#### **16.32.060 Nonconforming structures.**

No nonconforming structures shall be allowed to remain on a lot resulting from a proposed boundary line adjustment. All nonconforming structures shall be removed prior to the final recording of any granted boundary line adjustment. (Ord. 585 § 4, 2008)