

33.676 Lot Confirmation

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33.676.010 Purpose

This chapter states the procedures and regulations for confirming a lot, lot of record or combination of lots or lots of record. The regulations ensure that the Lot Confirmation does not:

- Create a new lot;
- Result in development sites that no longer meet the dimensional requirements and development standards of this Title; and
- Result in sites that no longer meet conditions of approval of a previous land use review.

33.676.100 Prohibited Lot Confirmations

A Lot Confirmation cannot be used to create a buildable lot from an unbuildable plot or to create plots.

33.676.150 Method of Review

Lot Confirmations are reviewed through a non-discretionary, administrative procedure. The decision of the Director of PP&D is final.

33.676.200 Application Requirements

A complete application for a Lot Confirmation under the provisions of this chapter consists of the materials listed below. The Director of PP&D may waive items listed if they are not applicable. Application materials may be filed electronically in a format designated by the Director of PP&D. If a paper copy is submitted, at least one copy of each plan/map submitted with the application must be 8-1/2 by 11 inches in size and be suitable for reproduction. The applicant is responsible for the accuracy of all information submitted with the request.

- A. Application Form.** The completed application form bearing an accurate legal description, tax account number and location of the property. The completed form must also include the name, address, telephone number, and original signatures of the applicant and all property owners and the nature of the applicant's interest in the property.
- B. Verification of lot creation.** Documentation that establishes when and how the lot was created is required. For Lot Confirmations where the base zone requires that the lot was under separate ownership from abutting lots, ownership information for the lot and abutting lots is also required. This may include copies of recorded plats, historic deeds, or other documentation that provides evidence of the creation and chain of ownership of the property.
- C. Site plan and supplemental survey.**
 - 1. A site plan is required for all applications. The site plan must be drawn to scale and show:
 - The location of existing lot or property lines;

- The boundaries of the re-established lot, lot of record, or combinations thereof;
 - All development on the site including driveways and parking areas;
 - The location of utilities and services; and
 - The location and dimensions of existing curb cuts abutting the site.
2. If existing buildings on the site will remain after the lot confirmation, a supplemental survey signed and stamped by a registered land surveyor is also required. The survey must show utilities and services, the distances between the buildings on the lot, and the lot line that is being confirmed.

C. Other.

1. Narrative. A written narrative explaining how the regulations and standards of this chapter have been met; and
2. Fees. The applicable filing fees.

33.676.300 Standards

A request for a Lot Confirmation will be approved if all of the following are met:

A. Lot or lot of record. Each lot or lot of record that will be confirmed meets the definition of lot, adjusted lot, lot remnant or lot of record.

B. Development standards.

1. Minimum lot dimension standards. The following lot dimension standards apply to each lot, adjusted lot, lot remnant, lot of record or combination thereof. The standards must be met without necessitating a property line adjustment. Adjustments are prohibited:
 - a. In the OS, C, EX, CI and IR zones, each lot must have a front lot line that is at least 10 feet long. There are no other minimum lot dimension standards.
 - b. In the single-dwelling zones, each lot must have frontage on a street, and each lot must meet the standards of 33.110.202, When Primary Structures are Allowed.
 - c. In the multi-dwelling zones, each lot must have frontage on a street, and each lot must meet the standards of Section 33.120.205, When Primary Structures are Allowed.
 - d. In the EG zones, each lot must meet Standard B stated in Table 614-1.
 - e. In the I zones, each lot must meet Standard B stated in Table 615-1.
 - f. If the lot is in an overlay zone or plan district that regulates minimum lot dimensions, the minimum lot dimension standards of the overlay zone or plan district must be met instead of the standard that corresponds to the base zone.
2. Minimum density. Minimum density regulations do not apply to a lot confirmation.
3. All other development standards. The following standards apply to development standards other than minimum lot dimensions and minimum density:
 - a. If existing development is in conformance with the development standards of this Title, the development must remain in conformance after the Lot Confirmation.
 - b. If existing development is not in conformance with a development standard of this title, the Lot Confirmation will not cause the development to move further out of

conformance with the standard unless an adjustment or Property Line Adjustment is approved.

- C. Conditions of previous land use reviews.** All applicable conditions of previous land use reviews must be met, see 33.700.110, Prior Conditions of Land Use Approvals. Adjustments are prohibited.

33.676.400 Finalizing the Lot Confirmation

A Lot Confirmation approval must be submitted to the appropriate county assessment and taxation office within 90 days of the City's decision. The County is responsible for creating separate tax identification numbers for each confirmed lot.

(Added by: Ord. No. 190093, effective 9/11/20; Amended by: Ord. No. 191848, effective 10/1/24.)

