



FACT SHEET – Boundary Line Adjustment P-2.7F

NEED FOR PERMIT: A boundary line adjustment (BLA) allows for the adjustment of lot lines between existing lots of record. You may not, however, create new lots with this adjustment; the parcels must be legal lots of record at the time of the adjustment.

DEPARTMENT PROCESSING TIME: 30 days

APPLICATION SUBMITTAL – PROCESSING OF APPLICATION:

- The review and approval for a boundary line adjustment application is an administrative decision.
- Staff determines if the subject parcels meet all zoning and platting laws that apply.
- The Department then issues a letter approving or denying the boundary line adjustment, with instructions for recording the boundary line adjustment.

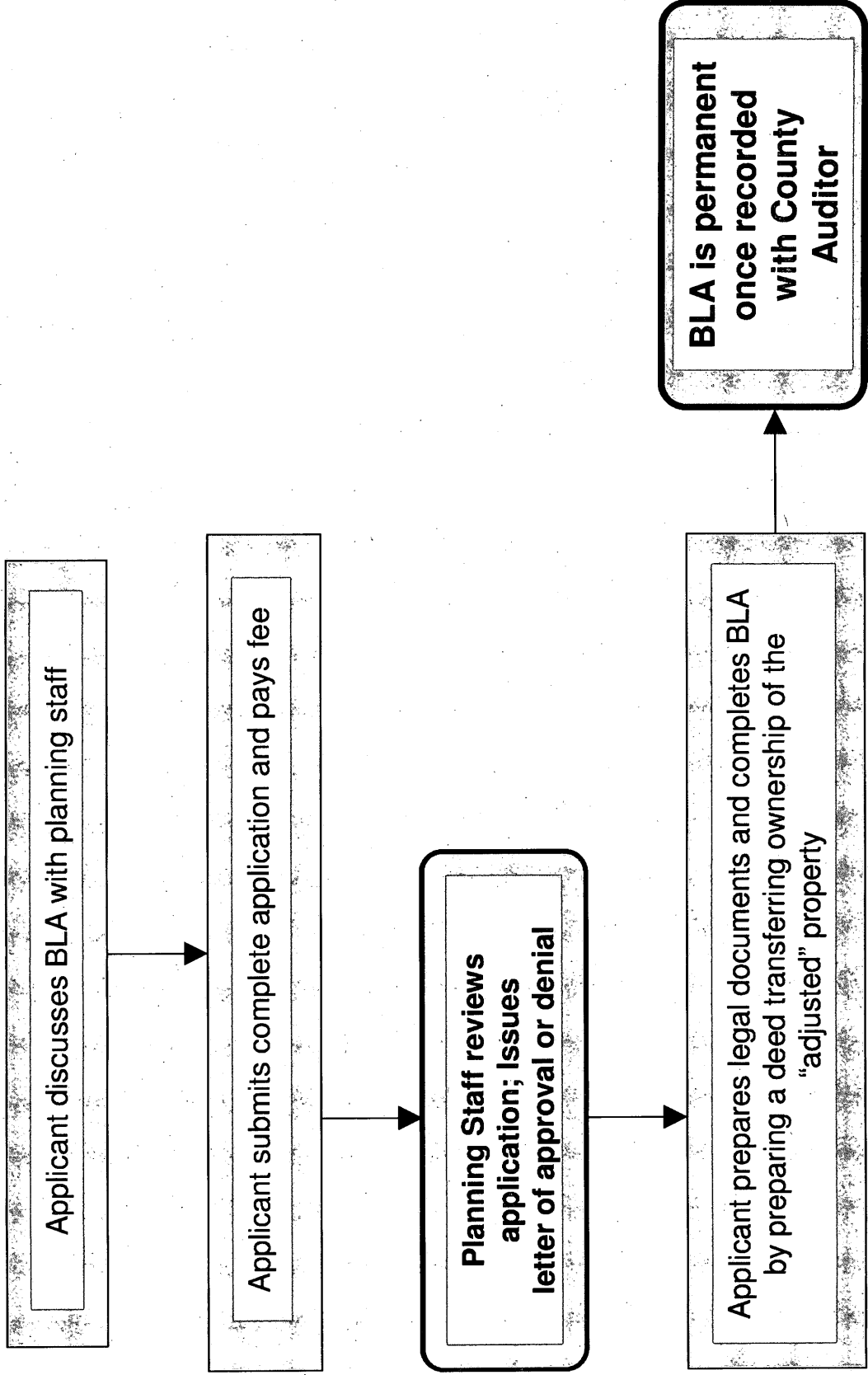
DENIAL OF BLA:

- If the boundary line adjustment is denied, the following reasons generally apply:
 - Properties are not legal lots of record;
 - There is insufficient access;
 - The lots do not or will not have adequate size to meet zoning or comprehensive plan lot size and widths;
 - The lots have insufficient area to meet water and sewage disposal standards.

DURATION: The Boundary Line Adjustment is permanent once recorded. It is important that the revised and recorded deed states that the property transaction is being done for boundary line adjustment purposes only.

If you have further questions, please call (360) 577-3052.

BOUNDARY LINE ADJUSTMENT (BLA) REVIEW PROCESS





APPLICATION

A-1

Applicant: Please print in ink or type. A Permit Technician will review this application at intake for completeness.

Property Information

Project Address _____ City _____ Parcel # _____
Section(s) _____ Township _____ Range _____ Tax Lot _____ Acres _____

Owner/Applicant Information

Applicant/Authorized Agent _____

Mailing Address _____ City _____ State _____ Zip Code _____

Daytime Telephone _____ Email Address _____

Property Owner _____

Mailing Address _____ City _____ State _____ Zip Code _____

Daytime Telephone _____ Email Address _____

Contractor Name _____ License # _____ Exp. Date _____ Telephone _____

Lending/Bonding Co. _____ Address _____ Telephone _____

Project Description

Please provide a brief description of your project:

I hereby certify that I am the owner or duly authorized agent of the owner for the purposes of this application. I further certify that I have read and examined this application and know the same to be true and correct. If any of the information provided on this application is incorrect, the permit or approval may be revoked.

Applicant's Signature _____ **Date** _____

Print Name _____

OFFICE USE ONLY

Application Type _____ Date _____

Permit Number _____ Accepted By _____



Subdivision Submittal Requirements

P2.1

This checklist identifies the minimum materials necessary for Cowlitz County to accept a Subdivision application. If any of the following items are not provided, the application cannot be accepted. Acceptance of an application over the counter does not constitute approval, only that the application has enough information to be accepted as counter complete. **All applications will require the appropriate fees upon submittal.**

Subdivision Applications	Letter of Authorization	Master Application	Applicant Checklist	Property Packet	Site Plan / Preliminary Plat / Road Plans ¹	Vicinity Map ²	Written Narrative	Environmental Checklist	Special Studies ³	Supplemental ⁴	Pre-Submittal Review Conducted (Staff)	Received (Staff)
Short Subdivision	1	1	1	1*	1*	1*	-	1*	2-4*	1		
Large Lot Subdivision	1	1	1	1*	1*	1*	1	1*	2-4*	1		
Rural Subdivision	1	1	1	1-20*	1-20*	1-20*	1-20*	1-20*	2-20*	-		
Urban Subdivision	1	1	1	1-20*	1-20*	1-20*	1-20*	1-20*	2-20*	-		
Planned Unit Subdivision	1	1	1	1-20*	1-20*	1-20*	1-20*	1-20*	2-20*	-		
Boundary Line Adjustment	1	1	1	1	1	1	-	-	-	1		
Private Roads Modification	1	1		1	3	1	-	1	2-4			
	-	1		-	1	1	1	-	2-4	1		

Permit Number _____

Date Stamp

¹ This will be determined as to type of permit, review your permit application materials to determine what is required.

² May be included as part of your site plan.

³ If special studies are required, one (1) unbound and one (1) bound copy is required at submittal. Additional copies may be required depending on the project and reviewing agencies.

⁴ If applicable, the supplemental is part of the application packet.

* One copy at the time of submittal, once application is determined complete, staff will inform applicant of number of copies required.

Subdivision Submittal Standard Instructions

Letter of Authorization. If not the applicant, the property owner must provide a signed letter of authorization for the applicant who is acting as the agent.

Master Application or Application. This must be typed or neatly printed in ink and signed by either the agent or the property owner.

Applicant's Checklist. This is found in the application packet and will list the requirements for a preliminary application. This checklist allows the applicant to ensure the application is complete for submittal. The applicant is required to initial or check the column identified as Applicant Check. If information is missing the application may not be complete for submittal.

Property Packet. This is basic property information needed to evaluate the project. The Applicant's Checklist identifies what is required for each type of project application.

Site Plan. The site plan is required for a Boundary Line Adjustment, Short Plat, Large Lot subdivisions and private road applications. Applicants may submit a legible 8"x11" or 11"x17" maximum site plan map. A cross section may be required dependant on topographical relief and/or proposed filling and grading work. The site plan must be drawn to scale and show all improvements, existing and proposed, including: parking areas, landscaping, building footprints, porches, walks, decks, overhangs, location of easements, setback measurements, legal access, road approach locations, utilities, location of fire hydrants, drainage courses (if present), stormwater facilities, site contours, maximum intervals, approved septic tank and drainfield locations including reserve areas, retaining walls, and other information as applicable.

Preliminary Plat. The preliminary plat is required for Urban, Rural and PUD subdivisions. The specific requirements are found in each ordinance supplied with each subdivision packet. All preliminary plats submitted must include at least one full sized set of plans and an 8"x11" or 11"x17" reproducible size plat. Preliminary plats may be submitted for Short Plats and Large Lots instead of a site plan.

Road Plans. Three copies of engineer stamped road plans are required at the time of application submittal. The engineer must be licensed in the State of Washington.

Vicinity Map. The vicinity map can be included on the site plan or as a stand-alone document. The vicinity map must clearly demonstrate where the property is located.

Written Narrative - Findings. The applicant must address the review criteria specific to the application, the review criteria is part of the application packet and can be found in the Applicant's Checklist.

SEPA Environmental Checklist. This document must be filled out completely and to the best knowledge of the applicant. The document must be signed and dated.

Special Studies. Special studies such as traffic reports, preliminary drainage reports, erosion control, etc. may be required depending on the individual project. At a minimum one bound and one unbound copy is required. Additional copies may be required dependant upon the project and additional reviewing agencies.

Supplemental(s). If required, the applicant must submit the supplemental document with the application materials. The supplemental is found in the application packet.

Pre-Submittal Review Conducted (Staff). The applicant may wish to have a pre-submittal review appointment with assigned staff to ensure that all application materials are suitable for submittal prior to making multiple copies. The meetings are free, and the applicant can call and schedule an appointment when ready for submittal. The appointment is encouraged but not required.



Letter of Authorization P 5.6

I _____ (property owner) hereby certify that I am the owner of the property at _____ (address or parcel number). I certify that this application for a _____ (type of permit) is true and correct.

I have authorized _____ (name of person being authorized) to represent me as the applicant/agent.

Communications regarding additional permit information, or other permit issues, for this application should be made to either:

- Property Owner
Applicant/Agent
Both

Further, I agree to allow free access to the land this application is being submitted for to all public agencies with jurisdiction. If any of the information provided in this application is incorrect, the approval may be revoked.

Property Owner's Signature: _____ Date: _____

Applicant/Agent Signature: _____ Date: _____



Applicant's Checklist – Boundary Line Adjustments

P2.8

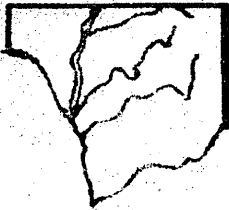
The following checklist is the minimum that is required for a Boundary Line Adjustment application. All BLA's must comply with RCW 58.17.040(6) and the requirements below. All applications will require the appropriate fees upon submittal.

Applicant Check	Preliminary Application Materials	Staff Check
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- | | | |
|-----------------------|--|-----------------------|
| <input type="radio"/> | Complete Master Application, including agent and property owner if different. | <input type="radio"/> |
| <input type="radio"/> | Letter of Authorization – written permission from the property owner(s) if property owner(s) are not the applicant. | <input type="radio"/> |
| <input type="radio"/> | Name of the surveyor who will be preparing the BLA, if applicable. | <input type="radio"/> |
| <input type="radio"/> | A completed boundary line adjustment supplemental form with signatures of all parties having any ownership interest in the lands affected by the boundary line adjustment. | <input type="radio"/> |
| <input type="radio"/> | A history of previous subdivisions (including subdivision numbers and/or name) of the property(s) or history of boundary line adjustments. | <input type="radio"/> |
| <input type="radio"/> | A copy of the approved forest practices application if the property has been logged within the past six years. | <input type="radio"/> |
| <input type="radio"/> | Legal descriptions of all parcels proposed to be adjusted in the BLA. | <input type="radio"/> |
| <input type="radio"/> | Property Packet: <ul style="list-style-type: none"> • Copy of current deed, legal description of the property(s) including section, township, range, subdivision, parcel and tax lot numbers, and number of acres. • If requested, a sales history since February 6, 1976. • All the adjacent property in which the property owner has an interest. • Copies of existing restrictions, easements, covenants and/or agreements that may be impacted by BLA. • Planning Clearance Standard Parcel Report. • Assessor's Tax Map, Air photo, existing Zoning and/or Comprehensive Plan maps. | <input type="radio"/> |

Applicant Check	Site Plan Map	Staff Check
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- | | | |
|-----------------------|---|-----------------------|
| <input type="radio"/> | 1 copy – of a reproducible size 8"x11" or 11"x17" max. | <input type="radio"/> |
| <input type="radio"/> | Site plan shall be drawn to scale, no smaller than 1" to 40'. | <input type="radio"/> |
| <input type="radio"/> | Date, scale and north arrow. | <input type="radio"/> |
| <input type="radio"/> | A vicinity map clearly identifying the location of the proposed BLA area. | <input type="radio"/> |
| <input type="radio"/> | Accurate location of existing buildings, wells, septic systems, etc. | <input type="radio"/> |
| <input type="radio"/> | The location and name of existing public and private roads that adjoin the property. | <input type="radio"/> |
| <input type="radio"/> | Each parcel being impacted by the BLA must be clearly marked with the parcel and/or lot number. | <input type="radio"/> |
| <input type="radio"/> | The "old" and "new" property lines are clearly shown. | <input type="radio"/> |
| <input type="radio"/> | Show physical features of site: <ol style="list-style-type: none"> 1. The location of permanent and topographic features. 2. Hydrology, surface drainage, streams or water bodies, and wetlands. 3. Critical areas as known. | <input type="radio"/> |
| <input type="radio"/> | The location, names, widths and Auditor's file number of any existing easements or restrictions, existing rights-of-way for public or private services or utilities within the properties, and location of the nearest public road. | <input type="radio"/> |
| <input type="radio"/> | All existing fence lines are clearly shown, for example (x—x—x—x). | <input type="radio"/> |



DEPARTMENT OF BUILDING AND PLANNING

Please type or print in ink, DO NOT USE PENCIL. Complete application in its entirety. Note that your project application will not be processed until the application has been reviewed and determined

BOUNDARY LINE ADJUSTMENT SUPPLEMENT

Control No. _____ File Log No. _____

SELLER				PURCHASER:			
DAY TIME TELEPHONE: () _____				DAY TIME TELEPHONE: () _____			
Mailing Address: _____				Mailing Address: _____			
City: _____		Zipcode: _____		City: _____		Zipcode: _____	
Parcel No(s).	Tax Lot No(s).	Acres (Exist)	Acres (Adjusted)	Parcel No(s).	Tax Lot No(s).	Acres (Exist)	Acres (Adjusted)

Site location (address if applicable): _____

Subdivision or short subdivision if applicable: _____

SELLER:	QuarterSection _____	Section(s) _____	Township _____	Range _____	W.M. _____
PURCHASER:	QuarterSection _____	Section(s) _____	Township _____	Range _____	W.M. _____

1. Attach a map that shows the proposed boundary line adjustment and submit an assessor's map showing the current ownership of the seller and the purchaser. The map(s) must show the following:

- ✓ existing property boundaries of seller and purchaser;
- ✓ proposed boundary after boundary line adjustment;
- ✓ septic drain field and drain field reserve area for each property;
- ✓ location of driveway(s) and all buildings, roads, creeks, streams, drainage ditches, etc.

2. Will access be affected by the boundary line adjustment? If yes, describe.

3. Are any easements or septic drain field reserve areas impacted by the proposed boundary line adjustment? If yes, describe.

Date: _____ Seller: _____
Purchaser: _____