

BOUNDARY LINE ADJUSTMENT APPLICATION PACKET

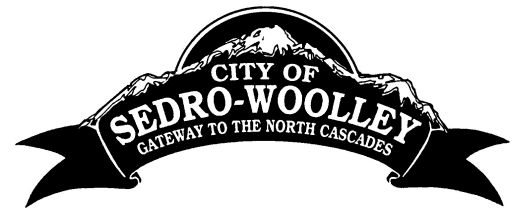


City of Sedro-Woolley

Building, Planning & Engineering
325 Metcalf Street, Sedro-Woolley, WA 98284
Phone 360-855-0771 Fax 360-855-0733

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Date Stamp

BOUNDARY LINE ADJUSTMENT (BLA) APPLICATION CHECKLIST

APPLICATION No. _____

Applicants shall be charged a \$150.00 non-refundable fee at the time of application, plus any resultant consultant for BLAs that require special technical review. All BLA Applications must be accompanied by three (3) copies of the documents listed below. Failure to attach all the required submittal documents will result in an incomplete application and will not be accepted by City staff.

THIS PAGE TO BE COMPLETED BY CITY STAFF AT THE TIME OF APPLICATION

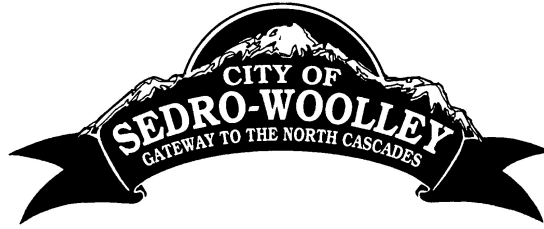
Received	Required Submittal
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- | | | |
|---|--------------------------|---|
| 1 | <input type="checkbox"/> | Completed Application Signed by Applicant |
| 2 | <input type="checkbox"/> | Three copies (3): Site plan showing the existing lot conditions and the proposed boundary line adjustment(s) pursuant to the " <i>Submittal Requirements for Boundary Line Adjustment Applications.</i> " |
| 3 | <input type="checkbox"/> | Current Title Report for affected parcels |
| 4 | <input type="checkbox"/> | Application Fee Paid. |

Application Accepted? YES / NO **City Official** _____ **Date:** _____

If not accepted, list corrections required for approval:

Correction Description	Correction approved	Date Received



BOUNDARY LINE ADJUSTMENT APPLICATION

SECTION I - APPLICANT INFORMATION

Fill out completely. Include all required submittal documents. Please be sure to complete sections I - V. Failure to complete all sections will result in an incomplete application.

Name: _____		
Site Address _____		
Mailing Address (if different): : _____		
1st Parcel:	Parcel # _____	Assessor's Tax I.D # _____
2nd Parcel:	Parcel # _____	Assessor's Tax I.D # _____
Section: _____	Township: _____	Range: _____
Home #: ()	Cell #: ()	Fax #: ()

SECTION II - PROPERTY INFORMATION

Zoning District (circle one) : R-5 R-7 R-15 MC CBD I OS P	
Minimum lot size:	Lot width at building line:
Front Setback:	Lot width at public street:
Side Setback:	Maximum building height:
Rear Setback:	Maximum lot coverage:

DESCRIBE THE CURRENT USE OF THE PROPERTY

SECTION III - BOUNDARY LINE ADJUSTMENT INFORMATION

DESCRIBE THE REASON FOR THE PROPOSED BOUNDARY LINE ADJUSTMENT

(This should include any hardship encountered with a literal enforcement of City codes and regulations. Attach additional sheets as necessary).

SECTION IV – REQUIRED SUBMITTAL DOCUMENTS

Boundary Line Adjustment Submittal Requirements. Mark and date the box confirming the required submittals are attached.

- Three copies (3): Site plan showing the existing lot conditions and the proposed boundary line adjustment(s) pursuant to the attached Submittal Requirements for Boundary Line Adjustment Applications.
- One (1): Current title report for affected parcels.

SECTION V – SIGNATURE

Failure to sign the application will result in an incomplete application

Application is hereby made for a **BOUNDARY LINE ADJUSTMENT** and to authorize the activities described herein. I certify that I am familiar with the information contained in this application, and that to the best of my knowledge and belief, such information is true, complete, and accurate. I further certify that I possess the authority to undertake the proposed activities. I hereby grant to the officials of the City of Sedro-Woolley the right to enter the above-described location to inspect the proposed or completed work.

Date: _____

Signature of Applicant or Designated Agent (REQUIRED)

BOUNDARY LINE ADJUSTMENT

GENERAL APPLICATION INFORMATION AND PROCEDURE

1. A Boundary Line Adjustment (BLA) is the adjustment of a boundary line which results in the establishment of new property configurations.
2. BLAs are for minor changes in property lines between contiguous lots or parcels in order to correct a controversy regarding the location of a boundary line or to remedy non-conforming aspects of a lot. If an alteration results in **ANY** of the following, It is **NOT** considered a Boundary Line Adjustment:
 - a) The creation of any additional lot, tract parcel, site or division;
 - b) The creation of a lot, tract, parcel, site, or division which contains an insufficient area or dimension to meet the minimum requirements for area and dimensions as set forth in the Title 17 of the SWMC. **Exceptions:** road, stormwater facility, or driveway tracts;
 - c) The diminishment or impairment of drainage, water supply, existing sanitary sewer disposal and access or easement for vehicles, utilities and fire protection for any lot, tract, parcel, site, or division;
 - d) The creation or diminishment of any easement or the elimination of access or utilities to any parcel;
 - e) The expansion of non-conforming aspects of an existing non-conforming lot, tract parcel, site or division;
 - f) Re-plats, amends, alters or vacates a plat or short plat subdivision; and
 - g) Amends or modifies the condition(s) of approval for any previously platted property.
3. All BLA applications shall be charged a \$150.00 non-refundable fee at the time of application plus any resultant consultant fees for BLAs that require special technical or legal review.
4. All BLA Applications must be accompanied by three (3) copies of the documents listed in the "*Required Submittals for Boundary Line Adjustments*" found on page 6. Failure to attach all the required submittal documents will result in an incomplete application and will not be accepted by City staff. Note: If required, please do not submit Mylar sheets with the application materials as revisions are often necessary.
5. Upon notification by City Staff that the BLA requiring a survey is approved, *two copies of the approved BLA shall be submitted on a mylar sheets* no smaller than 24"x18" and containing the minimum information found on pages 6-8 and pursuant to the guidelines for Records of Survey as detailed in Chapter 58.09 RCW and 332-130 WAC which govern the minimum standards for land boundary surveys. Please also submit one paper copy of the approved BLA (or email a PDF document) to be included in the BLA file.
6. Recording: The BLA shall be recorded, together with deeds of conveyance from the parties disclosed in the title report and copies of the recorded documents forwarded to the Planning Department within 30-days of City approval.
7. If the copies of the recorded BLA and deeds of conveyance are not forwarded to the Planning Department within 30-days of City approval, the BLA shall be null and void.

SUBMITTAL REQUIREMENTS FOR BOUNDARY LINE ADJUSTMENT APPLICATIONS

NOTE: For changes in boundary lines that result in lines that are oriented exactly North-South or East-West, no Record of Survey is required. These submittals shall include a deed of conveyance that includes the following information and be on 8-1/2" x 11" paper.

For changes that result in lines that are not oriented exactly North-South or East-West, a Record of Survey is required. In addition to containing the following information, see pages 7 and 8 for further requirements of the Record of Survey.

1. All parcel number(s) of affected lots;
2. The location of the property to the Quarter/Quarter Section;
3. The new boundary lines for all affected lots shall be indicated by solid lines;
4. The original lot line that is proposed to be adjusted shall be indicated by a heavy broken line;
5. The area and dimensions of each lot prior to adjustment;
6. The area and dimensions of each lot following the proposed adjustment;
7. The location and dimensions of all structures/improvements existing upon the affected lots and the distance between the structures/improvements and the proposed lot/boundary line(s);
8. The original legal description of each affected property (before BLA) followed by the new separate legal description(s) for each parcel (after BLA), labeling them specifically as Parcel A, Parcel B etc.;
9. The location and dimensions of any drain field, easement and/or right-of-way existing within or adjacent to any affected lots;
10. The existing, and if applicable, proposed future method of sewage disposal for each affected lot.

**RECORD OF SURVEY INFORMATION REQUIREMENTS
FOR BOUNDARY LINE ADJUSTMENTS WITHIN THE CITY OF SEDRO-WOOLLEY**

(Records of Survey must also comply Chapter 58.09 RCW and 332-130 WAC governing minimum standards for land boundary surveys)

1. Once City staff has reviewed and approved the BLA application materials, two (2) copies of mylar sheets no smaller than 24"x18" shall be submitted for signature approval;
2. The mylars must be signed and stamped by a professional land surveyor, drawn to scale with accurate dimensions;
3. The mylars shall be titled on the top of the page, in large capital letters, as follows: **RECORD OF SURVEY FOR BOUNDARY LINE ADJUSTMENT**
4. A note shall be placed on the mylars that reads: **THE ABOVE DESCRIBED PROPERTY WILL BE COMBINED OR AGGREGATED WITH CONTIGUOUS PROPERTY OWNED BY THE GRANTEE. THIS LOT BOUNDARY ADJUSTMENT IS NOT FOR THE PURPOSES OF CREATING AN ADDITIONAL LOT (SWMC 16.16.030(D)).**
5. All requirements of Chapter 58.09 RCW and 332-130 WAC governing minimum standards for land boundary surveys shall be met and a note shall be placed on the maylars that reads as follows: **THIS SURVEY COMPLIES WITH ALL STANDARDS AND GUIDELINES OF THE "SURVEY RECORDING ACT" CHAPTER 58.09 RCW AND 332-130 WAC.**
6. A "Free Consent Statement", as shown below, shall be inked on the mylars. This shall be signed and notarized, prior to submittal, in permanent black ink, by all parties having an interest in the property. Names shall also be lettered below the signatures.

CONSENT

THE UNDERSIGNED AGREE THAT THE BOUNDARY LINE ADJUSTMENT SET FORTH HEREIN IS MADE WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE OWNERS.

Date

Date

ACKNOWLEDGEMENT

STATE OF WASHINGTON)
 SS
COUNTY OF SKAGIT)

I HEREBY CERTIFY THAT ON THIS _____ DAY OF _____, _____ THAT THE ABOVE INDIVIDUAL(S) SIGNED CERTIFY THAT THIS BOUNDARY LINE ADJUSTMENT IS MADE AS THEIR FREE AND VOLUNTARY ACT AND DEED FOR THE USES AND PURPOSES MENTIONED.

DATE: _____ **NAME:** _____

NOTARY PUBLIC IN AND FOR THE SATE OF: _____
RESIDING AT: _____
MY APPOINTMENT EXPIRES: _____

7. The mylars for recording at the Auditor's Office shall contain all survey information required for a Record of Survey under the "Survey Recording Act," Chapter 58.09 RCW and 332-130 WAC, together with the following additional signature blocks, which shall be fully executed before City Approval:

SURVEYOR'S CERTIFICATE

I _____ DO HEREBY CERTIFY THAT THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE "SURVEY RECORDING ACT" CHAPTER 58.09 RCW AND 332-130 WAC, AT THE REQUEST OF _____ on _____, _____

Surveyor

APPROVED FOR THE CITY OF SEDRO-WOOLLEY

THE WITHIN AND FOREGOING BOUNDARY LINE ADJUSTMENT HAS BEEN EXAMINED FOR CONFORMANCE WITH THE PROVISIONS OF TITLE 16 AND TITLE 17 OF THE SEDRO-WOOLLEY MUNICIPAL CODE AND IS HEREBY APPROVED THIS _____ DAY OF _____, _____

Planning Director

City Engineer

CITY TREASURER'S CERTIFICATE

I HEREBY CERTIFY THAT THERE ARE NO DELINQUENT SPECIAL ASSESSMENTS AND THAT ALL SPECIAL ASSESSMENTS ON ANY PROPERTY CONTAINED HEREIN DEDICATED AS STREETS, ALLEYS, OR FOR OTHER PUBLIC USES ARE PAID IN FULL.

City Treasurer

Date

AUDITOR'S CERTIFICATE

FILED FOR RECORD THIS _____ DAY OF _____, _____, AT _____ AM / PM AT THE REQUEST OF _____,

UNDER AF# _____

SKAGIT COUNTY AUDITOR