

BOUNDARY LINE ADJUSTMENT/LOT COMBO *Information*



3609 Market Place W, Suite 200
University Place, WA 98466-4488
PH: 253.566.5656

This form provides information and an explanation of the procedures of a Boundary Line Adjustment or Lot Combination. If you have any questions, contact the Planning and Development Services Department at 253.566.5656.

The Revised Code of Washington (RCW) Section 58.17.040(6) allows for adjusting the boundary line between contiguous properties provided that:

1. No additional lot, tract, parcels, sites or division are created.
2. No parcels are established which have insufficient area or setbacks as required by zoning or other regulations.
3. The BLA does not diminish or impair drainage, water supply, existing sanitary sewage disposal, and access or easement for vehicles, utilities, and fire protection for any lot, tract, parcel, site or division.
4. The BLA does not create or diminish any easement or deprive any parcel of access or utilities.
5. The BLA does not replat, alter (except as provided in RCW 58.17.140) or vacate a plat or short subdivision.
6. The BLA does not amend the conditions of approval for previously platted property.

Application Submittal Process

Please fill out the application completely and submit all documents required on the ***Application Checklist*** along with required fees.

Boundary Line Adjustments/Lot Combinations must also be submitted to the Pierce County Assessor's Office for comment. It is the applicant's responsibility to submit the proposal and any review fees directly to the Pierce County Assessor's Office. All other reviews are coordinated through the Planning and Development Services Department.

Approval or denial of the Boundary Line Adjustment/Lot Combination is an administrative process and does not require a public hearing. Any aggrieved person can make an appeal to the Hearings Examiner within 14 days of the date of the administrative decision.

Within 30 days after approval, the applicant's surveyor must record the survey of the boundary line adjustment and deeds of conveyance signed by parties disclosed in the title report, if the adjusted boundary line separates different ownerships, or the adjustment shall be null and void.

The approval of a boundary line adjustment shall not be a guarantee that future permits will be granted for any structure or development on a lot affected by the boundary line adjustment.

BOUNDARY LINE ADJUSTMENT/LOT COMBO *Checklist*



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This is a checklist of materials required for a Boundary Line Adjustment/Lot Combination. This checklist is provided to assist you in submitting a complete application. If you have any questions, contact the Planning and Development Services Department at 253.566.5656.

RETURN THIS CHECKLIST WITH YOUR APPLICATION

The Boundary Line Adjustment/Lot Combination drawings shall include:

- Survey Map with original surveyor’s signature and date. The map must be a scaled ink drawing, 18” x 24” and must include the following:
- Assessor’s Parcel Number(s)
- Complete and accurate legal descriptions (including recorded easements with recording numbers) of the **EXISTING** (original) parcels and **REVISED** (proposed) parcels.
- An accurate drawing of the **EXISTING** (original) parcels and **REVISED** (proposed) parcels, depicting the locations of all roads, easements, structures, and other features. The drawing must clearly show property dimensions, distances from all structures to property lines, and the use of any structures.
- Free Consent Statement(s)
- Signature Blocks
- Zoning Designation and/or Land Use Case File Number

Fees must be paid at the time of submittal. The table below indicates the number of sets required at the time of submittal:

# OF SETS REQUIRED	DESCRIPTION
1	Boundary Line Adjustment/Lot Combination Application
1	Vicinity Map identifying the subject property, including the nearest cross streets and a North arrow
1	Plan Set
1	Title Report (must be dated within 30 days of application)
1	Verification of Pierce County Assessor/Treasurer review submittal (receipt)
1	Notarized Affidavit of Ownership Signatures of ALL involved property owners
1	Stamped copies of Lot Closure Report
1	Deed, deed of trust, or mortgage releases (if ownership is being transferred)

What is the purpose of this Boundary Line Adjustment/Lot Combination? For example, will adjusting the boundary line correct a setback, allow additional construction, provide access, or settle a controversy?

Could this Boundary Line Adjustment/Lot Combination create, diminish or impair drainage, water supply, sanitary sewer, or access or easement for vehicles, utilities, or fire protection for any lot, tract, or division? If so, explain:

Proposed Parcels:	A	B	C	D
Zoning District:				
Existing Use:				
Proposed Use:				
Proposed Lot Size:				

Provide a 18" x 24" site plan drawn to scale, prepared, and stamped by a licensed surveyor, with the following information:

1. The proposed lines for all affected lots, indicated by **heavy solid lines**.
2. The existing lot lines proposed to be changed, indicated by **heavy broken lines**.
3. All parcel numbers of affected lots.
4. The original legal description of the entire property.
5. The position of rebar and caps set at each new property corner.
6. The location of the property to quarter/quarter-section.
7. The location and dimensions of all existing structures/improvements.
8. The distance between structures/improvements and the proposed lot/boundary lines.
9. The proposed area and dimensions of each lot after adjusting the boundary lines.
10. The new legal descriptions for each new parcel (labeled A, B, etc.)
11. The existing method of sewage disposal and the proposed method for each lot.
12. The location and dimensions of any drain field, easement, or right-of-way existing within or adjacent to any affected lots.

I hereby certify under penalty of perjury under the laws of the State of Washington that I am the applicant listed above, and that all information and evidence herewith submitted are in all respects and to the best of my knowledge and belief, true and complete. I understand that the filing fee accompanying this application is not refundable, and is only for the purposes of defraying the normal administrative expenses of processing the application, and that the payment of said fees does not result in automatic issuance of the permit requested in this application.

Print Name:	<input type="checkbox"/> Owner <input type="checkbox"/> Agent/Other (specify):
Signature:	Date:

BOUNDARY LINE ADJUSTMENT/LOT COMBO *Owner Affidavit*



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DECLARATION:

Know all men by these presents that we, the undersigned, owner(s) in fee simple and/or contract purchaser(s) of the land herein described do hereby make an application for a boundary line adjustment/lot combination thereof. The undersigned further declare that the attached map is the graphic representation of said boundary line adjustment/lot combination and the same is made with the free consent and in accordance with the desires of the owner(s). In witness whereof we have set with our hands and seals.

Name:	Signature:
Name:	Signature:
Name:	Signature:
Name:	Signature:

ACKNOWLEDGMENT:

STATE OF WASHINGTON)
) ss
COUNTY OF _____)

On this day appeared before me _____ (owner), to me known as the individual(s) described in and who executed the within and foregoing instrument, and acknowledge that _____ (he/she) signed the same as _____ (his/her) free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official this _____ day of _____, _____.

Notary Public in and for the State of Washington

Residing at

My Commission Expires