Lewis County Community Development

2025 NE Kresky Ave, Chehalis, WA 98532 Phone: (360) 740-1146 ● Fax: (360) 740-1245

BOUNDARY LINE ADJUSTMENT

Type I Application

Base fees:

BLA Application Fee	**$375**
Land Development Review Fee	**$200**
Public Works Review Fee	**$200**
Public Works Final Map Review Fee	**$150**
Total Base Fees	**$925**

Additional fees that may apply at the time of application:

Environmental Health (Water)	**$125**
Environmental Health (Septic)	**$125**

Per LCC 16.02.040(8)(a)(i), if the proposed BLA has any structure(s), individual wells or septic systems, the application shall be reviewed by Lewis County Public Health for compliance with health regulations.

Prior to recording final documents for this activity, all property taxes, assessments and recording fees must be paid.

Contact the Lewis County Treasurer's office and the Lewis County Auditor's Office for complete information.

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Process:

(NOTE: Only parcels that are legal lots of record for building sites shall be allowed to complete the BLA process). Once all of the application is deemed complete, the administrator will send the complete application to Public Works and Environmental Health for review. Once the review period is over, the applicant will receive notification if the Boundary Line Adjustment Map is ready for recording or if more information or changes are required.

If the Boundary Line Adjustment is exempt from subdivision regulations per Chapter 58.17 RCW and Title 16 LCC and the adjustment does not create any additional building lot, tract, parcel, building site, or division nor create any building lot, tract, parcel, building site, or division which contains insufficient area and dimensions to meet minimum requirements for a building site, and the adjustment meets all other regulations in the Lewis County Code, and applicable laws, the administrator shall **APPROVE** the application provided that the portion being transferred shall be combined with the Grantee's parcel.

If the proposed property transfer creates an additional building lot, tract, parcel, building site or division or otherwise subject to the requirements of a subdivision, is not in the public interest, or is not consistent with the Lewis County Code or state law as defined under Chapter 58.17 RCW, the Administrator shall **DENY** the application.

Recording of Approved Boundary Line Adjustment Map:

All costs associated with the recording of the final map shall be paid by the applicant. All property taxes and assessments shall be paid in full for the year in which the BLA map is recorded. Within 30 days of the final approval of a proposed boundary line adjustment, the following need to be recorded at the Lewis County Auditor's Office:

- **The final map**
- **New certified legal descriptions of all properties incorporated in the BLA**

Recording a Boundary Line Adjustment (BLA) map and other documents does NOT convey property from the grantor to the grantee, it only shows intent. The actual conveyance must be completed by recording deeds. If you are not familiar with the requirements for preparation of a quit claim, statutory warranty deed, or other legal means of conveyance of title and cannot execute same, you need to consult an attorney in order to make sure title is conveyed to the grantee for your protection and to ensure that title is conveyed. The Community Development Department will not provide deeds or help create deeds to transfer or convey the property.

Mortgage or Lien:

If there is a mortgage or other lien on the title of the land being conveyed, you should contact the lender, mortgage holder, or lien holder regarding their legal rights and approval prior to execution of a BLA. You may wish to contact an attorney regarding the appropriateness of a BLA if you are the grantor and your property is mortgaged.

Special Tax Programs:

If your parcel is in a special tax program such as Open Space Farm and Agricultural Land, Open Space Timber, or Designated Forest Land, or if you are getting a Senior Exemption on your taxes, you are encouraged to discuss any considered boundary line adjustments with the Assessor's Office **BEFORE** making those changes. Boundary line adjustments may involve undesired tax consequences. You may reach the Assessor's Office at (360) 740-1392.

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Type I applications involve decisions that do not require public notice and are decided by the administrator.

The following are required to be submitted for the Boundary Line Adjustment application to begin the review process:

STAFF	APPLICANT	
☐	☐	Completed Survey Map drawn by a Washington State Professional Land Surveyor (PLS)-With all the requirements on the Lewis County Community Development 'Map Requirements-Boundary Line Adjustment' Handout.
☐	☐	Completed 'General Information' application
☐	☐	Completed 'Boundary Line Adjustment' application
☐	☐	Original legal descriptions
☐	☐	Adjusted legal descriptions (prepared and certified by a land surveyor)
☐	☐	Documentation of a legal lot of record and meet the criteria in the Lewis County Code Chapter 16.02.050
☐	☐	Lot Closure Notes for each adjusted lot configuration prepared by a Washington State PLS
☐	☐	Application Fee Is there an existing well(s) on the subject site: ☐ Yes ☐ No Is there an existing septic system on the subject site: ☐ Yes ☐ No If yes, Environmental Health Review Fee(s) are/is required at the time of submittal
☐	☐	Other: _____

Any appeals will be heard by the Lewis County Hearing Examiner per the Lewis County Code Chapter 17.05.

For Official Use Only:

Date of Completed Application: _____ Application Number: _____

Associated Permits: _____ Permit Technician: _____

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BOUNDARY LINE ADJUSTMENT

Survey Map Requirements

Survey Maps: Five (5) copies of a map (18" by 24" Survey) meeting all the requirements for recording by the Lewis County Auditor to the Administrator for review with, permanent black ink, and meeting the requirements of WAC 332-130-050 and RCW 58.58.09.

STAFF APPLICANT

- ☐ ☐ A label identifying the map as a "Boundary Line Adjustment"
- ☐ ☐ Reference the Boundary Line Application number on the face of the map
- ☐ ☐ Original legal description and adjusted legal description on the face of the map
- ☐ ☐ A vicinity map, the date, and north arrow
- ☐ ☐ The names and addresses of the Grantor and Grantee
- ☐ ☐ The boundary lines of the parcels prior to the BLA, clearly labeled (clear label as "old line" and use dash line type)
- ☐ ☐ The boundary lines of the parcels as adjusted by the BLA, clearly labeled with distance and bearing (use bold line type)
- ☐ ☐ The acreage of the parcels before and the acreage proposed following the BLA
- ☐ ☐ Identify by sequential letter each lot within the Boundary Line Adjustment
- ☐ ☐ The location, width, and names of all existing streets, ingress, egress, or easements within or adjacent to the proposal, including, but not limited to, existing or proposed easements to provide access to each lot, and indication as to whether they be public or private and the Auditor's File Number
- ☐ ☐ The location of existing structures, fences, buildings and improvements
- ☐ ☐ The location of natural features such as water bodies, rivers, steep slopes and wetlands
- ☐ ☐ The location of all wells and septic systems including reserve areas, water lines, and other utility lines
- ☐ ☐ Survey maps shall also contain
  - i. Name of professional land surveyor (PLS), stamp and signature of PLS;
  - ii. Any monuments and markers of record, a minimum of two corners must be set or found,
  - iii. A signature block for the approval and signature of the Administrator, and the date signed
  - iv. Signature block for Treasurer with a statement that property taxes for the parcel within this map have been paid through the year of recording; and
  - v. Signature block for Auditor

  The following statement and signature block with a notary block for owner's signatures:

  This Boundary Line Adjustment is requested and approved by the undersigned, who certify that they are the owners of the respective parcel identified in this Boundary Line Adjustment

  _____ Dated: _____
  Owner-Printed Name

  _____ Dated: _____
  Owner-Printed Name

- ☐ ☐ The following notice shall appear on the face of the BLA map:

  This Boundary Line Adjustment shall not create any additional building lot, tract, parcel, building site, or division nor create any building lot, tract, parcel, building site, or division, which contains insufficient area and dimension to meet minimum requirements for building site, the portion being transferred shall be combine with the Grantee's parcel. All newly configured lots must comply with applicable standards for sewage disposal and provisions contained in Title 8 LCC and Title 70 RCW.

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GENERAL INFORMATION

Property Owner Information:

Name: _____

Mailing Address: _____

Phone Number: _____ E-mail: _____

Tax Parcel Number (s): _____ Zoning: _____ Acreage: _____

Site Address: _____

_____ Quarter Section, Section _____, Township _____ North, Range _____ East/West (Circle One)

Applicant (if different from owner):

Name: _____

Mailing Address: _____

Phone Number: _____ E-mail: _____

Tax Parcel Number (s): _____ Zoning: _____ Acreage: _____

Site Address: _____

_____ Quarter Section, Section _____, Township _____ North, Range _____ East/West (Circle One)

Surveyor or Other Contractor Information (Attach additional sheets if necessary):

Name: _____

Mailing Address: _____

Phone Number: _____ E-mail: _____

Acknowledgment

I understand that County regulations require owner permission for County personnel to enter private property to conduct permit processing, review, and inspections. I also understand that my failure to grant permission to enter may result in denial or withdrawal of a permit or approval. By my signature below, permission is granted for representatives of the Community Development, Environmental Health, and Public Works Department to enter and remain on and about the property for the sole purpose of processing such permits and performing required inspections or reviews.

Prior notification of the date of inspections will take place is: ☐ Required ☐ Not Required

(_____) _____ (Must provide phone number where applicant/representative can be reached)

I/We certify that all plans, specifications and other submissions required in support of this application conform to the requirements of all federal, state, and local codes and applicable laws and ordinances; and I certify that I am either the current legal owner of this property or their authorized representative. With this document, I take full responsibility for the lawful action that this document allows.

I certify that I have read and understand the limitations and conditions of Lewis County Code and agree to comply with all conditions of approval. I understand that any permits issued by Lewis County, consistent with the attached site plan, are valid ONLY if construction is in according to this plan and all other conditions of the permit are followed. By my signature below, I affirm that all the information and documents provided with this application are true and accurate to the best of my knowledge.

Signature: _____ Date: _____

Check one: ☐ **Owner** ☐ **Authorized Agent**

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Parcel Number(s): _____ BLA Number: _____ Zoning: _____

Water Supply:

Existing Source: ☐ Private Well ☐ Shared Well ☐ Public Water ☐ Group B ☐ Group A
☐ Other; If other, please explain:_____ ☐ None

Proposed Source: ☐ Private Well ☐ Shared Well ☐ Public Water ☐ Group B ☐ Group A
☐ Other; If other, please explain: _____ ☐ None

Sewage Disposal:

Existing Method: ☐ Septic ☐ Public Sewer ☐ Other; If other, please explain: _____ ☐ None

Proposed Method: ☐ Septic ☐ Public Sewer ☐ Other; If other, please explain: _____ ☐ None

Site Characteristics:

How many lots are involved with the proposed Boundary Line Adjustment: _____

What is the existing size of each lot: _____

What is the proposed size of each lot: _____

Are there any easements (access, utility, etc.) on the subject property that would be affected by the proposal?
☐ Yes ☐ No; If yes, explain and identify them on the map

_____

_____

Where any of the lots created by a subdivision: ☐ Yes ☐ No;

If Yes, what is the Auditor's File Number (AFN): _____
If yes, a subdivision/plat amendment may be required

Signatures of Grantor(s) and Grantee(s)

Signature: _____ Date: _____ ☐ Grantor ☐ Grantee

Signature: _____ Date: _____ ☐ Grantor ☐ Grantee

Signature: _____ Date: _____ ☐ Grantor ☐ Grantee

Signature: _____ Date: _____ ☐ Grantor ☐ Grantee