

BOUNDARY LINE ADJUSTMENT

Application Packet

Contents:

- Process & Regulations
- Boundary Line Adjustment (BLA) application

Submit the Following:

- Fee
- Boundary Line Adjustment (BLA) application including:
 - Site Plan
 - Legal Descriptions
 - Statement of Consent and Waiver of Claims – Notarized
 - For lots being adjusted to less than one acre indicate water source. Proof of water adequacy may be required by Public Health prior to approval.
 - Land Use Permit Application for property located within the boundary of the Colville Indian Reservation (not attached)

QUESTIONS?

Contact the Okanogan County Office of Planning and Development

Phone: (509) 422-7160

E-mail: planning@co.okanogan.wa.us

APPLICATION PROCESS

1. Submit a complete BLA application packet and application fee. Legal descriptions must be accurate and written as would appear on conveyance documents (deeds). For tax purposes, the site plan will show improvements that will transfer to a different lot. Each landowner must sign the “statement of consent and waiver of claims”. The statement shall be notarized. Health District approval is required for lots being reduced in size and are one (1) acre or less.
2. The application is reviewed for compliance with the BLA requirements.
3. If change of ownership occurs as a result of the BLA, the applicant must file conveying documents (quit claim deed, corrected deed, etc.) with the Okanogan County Auditor. It is not necessary to submit conveyance documents with the BLA application. Filing conveyance documents may require an excise tax affidavit. The Planning Department does not process excise tax affidavits. The BLA application will not be approved until conveyance documents, if any, are ready to record.
4. The Colville Confederated Tribe must approve the BLA application for property located within the boundary of the Colville Indian Reservation. The BLA will be forwarded to the CCT Planning Department for their review.
5. The Planning Department will contact the applicant when the application is approved. Once approved, the BLA application is filed (recorded) with the Okanogan County Auditor. A recording fee will be required by the Okanogan County Auditor’s Office.

BOUNDARY LINE ADJUSTMENT REGULATIONS

Boundary line adjustments are authorized by RCW 58.17.040(6) and OCC 16.04.080, and may be performed between contiguous lots which are legally separate. Boundary Line Adjustments may be approved if all of the following criteria are met:

1. No new lots are created (i.e.: if you start with two (2) parcels you must end with two (2) parcels).
2. The characteristic of the parcels are not substantially altered (e.g.: If a lot has access to a body of water, a Boundary Line Adjustment may not be performed if the lot loses its access to the water.).
3. The new parcel configurations contain sufficient area and dimension to meet minimum requirements for width, area and zoning for a building site and septic system. A Boundary Line Adjustment between existing non-conforming lots shall not result in lots of greater non-conformity with the exception of lot area (lot area reduction shall be the minimum necessary to accomplish the objective of boundary line adjustment).
4. The new parcel configuration does not result in loss of access to a public or private road. Access may be provided by easement noted on parcel deeds.
5. Property taxes and irrigation and dike assessments for each parcel must be paid in full through the current tax year, RCW 84.40.042(1)(c).
6. All boundary line adjustments will be reviewed on a case by case basis, conditions can vary greatly.

OKANOGAN COUNTY BOUNDARY LINE ADJUSTMENT FORM

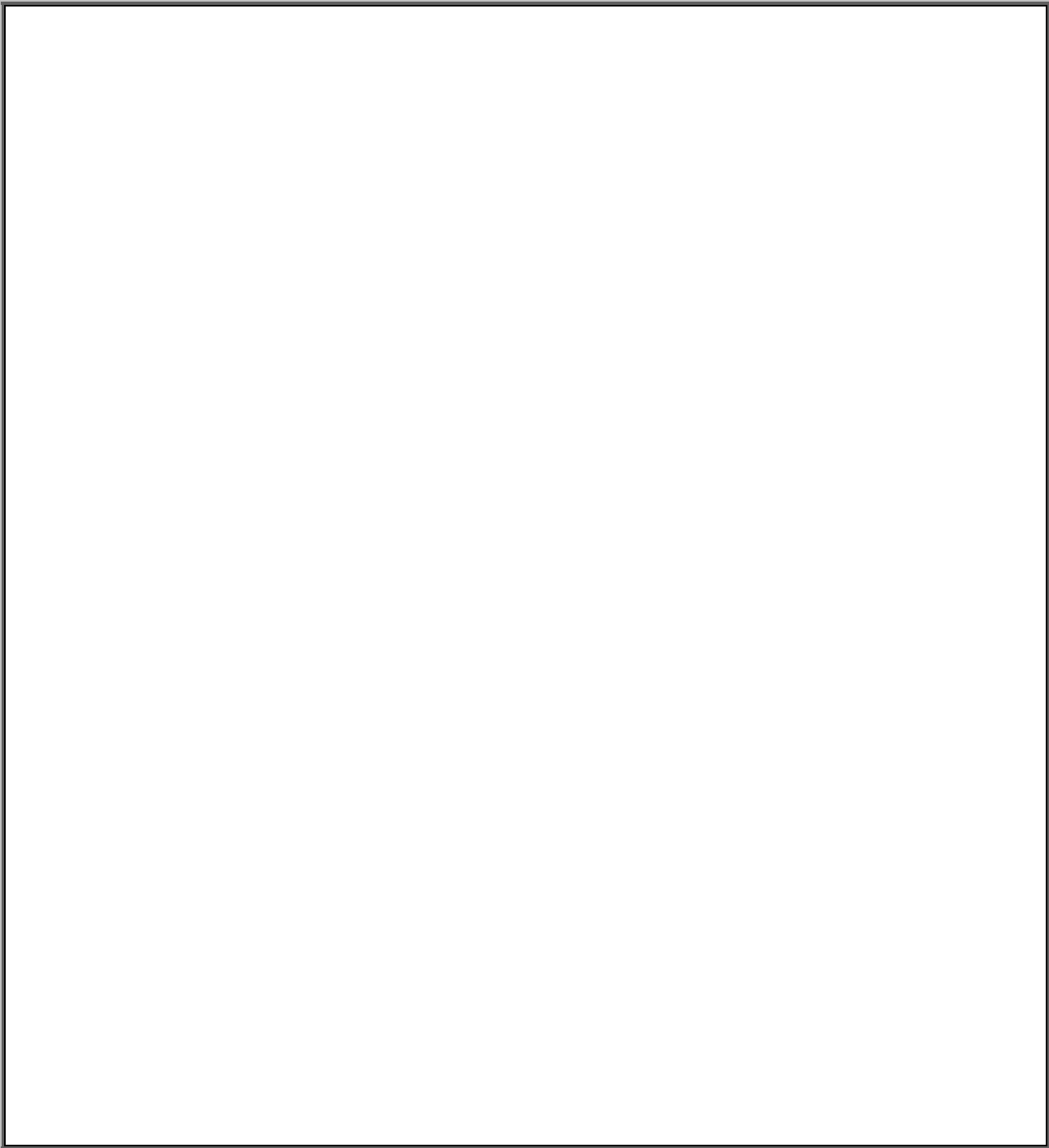
OKANOGAN COUNTY CODE 16.04.080

Property Owners (A)	Lot Information
Name: _____ Mailing Address: _____ City: _____ State: _____ Zip: _____ Phone: _____	Lot 1 Parcel Number(s): _____ Present Lot Size (acres): _____ Proposed Lot Size (acres): _____
Property Owner (B) Name: _____ Mailing Address: _____ City: _____ State: _____ Zip: _____ Phone: _____	Lot 2 Parcel Number(s): _____ Present Lot Size (acres): _____ Proposed Lot Size (acres): _____
Agent/Surveyor Name: _____ Mailing Address: _____ City: _____ State: _____ Zip: _____ Phone: _____	Lot 3 Parcel Number(s): _____ Present Lot Size (acres): _____ Proposed Lot Size (acres): _____
Purpose for Boundary Line Adjustment _____ _____ _____	Lot 4 Parcel Number(s): _____ Present Lot Size (acres): _____ Proposed Lot Size (acres): _____

Date Received:

Fee: _____

Receipt#: _____



Site Plans:

The above space may be used to provide a scaled drawing showing existing property boundaries (dashed lines) and proposed property boundaries (solid lines). Indicate existing improvements including houses, storage buildings, orchards, wells, etc. A record of survey or site plan prepared by professional land surveyor (including a signature and stamp) is preferred (OCC 16.04.080). All site plans must be drawn to scale and must clearly represent the proposed adjustment of each property involved in the BLA. This form may be replaced by a separate, adequate form at the applicant's discretion.

Legal Descriptions:

Include a separate written legal description for each proposed lot. This form may be replaced by a separate, adequate form at the applicant's discretion.

STATEMENT OF CONSENT AND WAIVER OF CLAIMS

The owners of property described herein do acknowledge and hereby agree to hold Okanogan County harmless in any action arising as a result of this boundary line adjustment.

I (We) the owner(s) of all the property described herein do hereby acknowledge and agree to hold Okanogan County harmless in any cause of action arising out of the boundary line adjustment or recordation of same. Furthermore, I (We), the owner(s) of all the property involved in this boundary adjustment, hereby consent to the adjustment of property lines as proposed in this application, dedicating to the use of the public forever all public property that is shown hereon, and I (We) hereby grant a waiver by myself (ourselves) of all claims for damages against any governmental authority which may be occasioned to the adjacent lands by the established construction, drainage, and maintenance of public roads.

IN WITNESS WHEREOF, we have set our signature(s)
this _____ day of _____, 20_____.

Owner

Owner

Owner

Owner

ACKNOWLEDGMENT

This is to certify on the _____ day of _____, 20_____, before me, the undersigned, personally appeared _____
to me known to be the person(s), who executed the foregoing statement of consent and waiver of claims and acknowledged to me that they signed the same as their free and voluntary act and deed for the uses and purposes therein mentioned.

WITNESS my hand and official seal the day and year last above written.

Notary public in and for the State of Washington,
Residing at _____

COMMENTS: _____

For Office Use Only:

LAND USE INFORMATION	OFFICE OF PLANNING & DEVELOPMENT
Zoning District: _____ Minimum Lot Size: _____ Shoreline Designation: _____ Legal Lots of Record?: _____	This Boundary Line Adjustment meets the requirements of Okanogan County Code 16.04.080. _____ Administrator Date
OKANOGAN COUNTY TREASURER	OKANOGAN COUNTY ASSESSOR
Taxes have been paid in full as required by RCW 84.40.042(1)(c). _____ Administrator Date	Legal descriptions for this Boundary Line Adjustment have been reviewed. _____ Administrator Date
OKANOGAN COUNTY PUBLIC HEALTH	
Approval only required for creation of lots one (1) acre or less. _____ Administrator Date	