



OKANOGAN COUNTY OFFICE OF PLANNING AND DEVELOPMENT

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BOUNDARY LINE ADJUSTMENT (BLA) APPLICATION PROCEDURE

What is in this packet:

- Application Procedure
- How to apply for a BLA
- Okanogan County BLA application form
- Statement of consent and waiver of claims

SUBMIT THE FOLLOWING:

- Completed “Permit Application” form
 - Fee
 - Site Plan (include any existing structures)
 - Legal Descriptions (written)
 - 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.
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PROCESS:

1. Complete the attached Boundary Line Adjustment form. **Accurate written legal descriptions of each newly created parcel must accompany the Boundary Line Adjustment form.**
2. Return the application form, legal descriptions, any additional attachments, and the Planning fee. Please check with for application fees.
3. The application is reviewed for compliance with the BLA criteria.
4. Once approved, the Boundary Line Adjustment application is filed with the Okanogan County Auditor. A Filing Fee will be required by the Okanogan County Auditor’s Office.
The Planning Department will contact the applicant when the Auditor’s filing fee is needed.
5. If change of ownership occurs, the applicant must file conveying document(s) (i.e.: quit claim deed, or corrected deed). The Assessor's Office will not complete the Boundary Line Adjustment unless there are conveying documents. Please check with the Okanogan County Auditors department for fees.
6. Health Department approval required for creation of lots of one (1) acre or less.

HOW TO APPLY FOR A BOUNDARY LINE ADJUSTMENT

A boundary line adjustment (BLA) may be performed between owners of contiguous lots which are legally separate, as allowed by RCW 58.17.040(6) and Okanogan County Code Title 16.04.080, provided:

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); and
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. Taxes must be paid in full (RCW 84.40.042(1)(c)).

RCW 84.40.042(1)(c):

"For each subdivision, all current year and delinquent taxes and assessments on the entire tract must be paid in full accordance with RCW 58.17.160 and 58.08.030. For purposes of this section, "current year taxes" means taxes that are collectible under RCW 84.56.010 subsequent to February 14."

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

Date Received:

Fees: _____

Receipt#: _____

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for a scaled drawing of property boundaries.

Use the above space to provide a scaled drawing showing existing property boundaries (dashed lines) and proposed property boundaries (solid lines). **Must indicate existing improvements including houses, storage buildings, orchards, wells, etc..** The signature and stamp of a Professional Land Surveyor or reference to a recorded survey may be required unless an alternative method is approved by the administrator.

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 _____

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COMMENTS: _____

For Office Use Only

LAND USE INFORMATION	OFFICE OF PLANNING & DEVELOPMENT
Zoning District: _____ Minimum Lot Size: _____ acres 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	