



## DEPARTMENT OF COMMUNITY DEVELOPMENT

621 Sheridan Street, Port Townsend, WA 98368

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## BOUNDARY LINE ADJUSTMENT

The Boundary Line Adjustment (BLA) application packet is designed to help you provide all the information necessary to facilitate a timely and well-informed decision on your application. In addition to filling in the blanks on the attached BLA application form, you will need to prepare and provide all the materials listed under the heading "Submittal Requirements" in order to complete your application. You will also submit a Master Permit Application Form with these materials.

### Purpose

The purpose of the BLA is to provide a procedure by which changes in property lines may be made without resorting to the short or long subdivision process. BLAs are intended to:

- Allow the enlargement of a parcel to improve or qualify as a buildable parcel;
- Rectify defects in legal descriptions;
- Achieve increased setbacks from property lines or environmentally sensitive areas;
- Correct situations where a use is located across a lot line;
- Allow any other boundary line modification that is consistent with state subdivision law.

The BLA process cannot be used to:

- Create an additional parcel;
- Create a parcel that is not buildable;
- Entirely relocate a parcel into another parcel;
- An adjustment that crosses zoning district boundaries other than Rural Residential densities;
- Separate an Accessory Dwelling Unit from the primary use of the property;
- Evade conditions of approval for a recorded short or long plat; or
- Avoid compliance with short or long subdivision requirements.

### Process

**Step 1 – Pre-Application Conference (Optional):** A pre-application conference is not required for a BLA, although they are strongly encouraged. Conceptual plans, county requirements, necessary permits, etc., and answers to related questions are discussed at the conference. Information provided by Department of Community Development staff helps the applicant to prepare a better application and potentially decreases code-related questions and time required for formal review.

**Step 2 – Determination of Completeness:** Following submittal of your application, county staff will make a determination within 28 days as to whether your application is complete.

**Step 3 – Formal Application Review and Decision:** Following the determination of completeness, a final decision must be made by the county within 120 calendar days, though typically the timeframe is much shorter.

**Step 4 – Recording of Documents with the County Auditor:** Upon approval of your BLA, a "record of survey" document must be prepared by a licensed land surveyor and recorded with the Jefferson County Auditor (see RCW 58.09 and WAC 332-130) within 90 days.

### Approval Criteria

Your BLA application will be evaluated on the basis of the information you provide, the criteria listed in the relevant section of the Jefferson County Code (see Article II, Chapter 18.35 JCC), and in some instances, inspection of the property. All public improvements installed for any BLA must conform to the development standards contained in Chapters 18.20 and 18.30 JCC.

A BLA will be approved if not listed as a "prohibited boundary change" in the Chapter 18.35.060 (2), AND if it does not:

- Create an additional parcel;
- An adjustment that crosses zoning district boundaries except of those across different Rural Residential densities;
- Separate an accessory dwelling unit from the primary use of the property;
- Result in a parcel that contains increased density or inadequate area to meet the minimize parcel size requirements of the JCC, except for pre-existing sub-standard parcels;
- Diminish or harm drainage, water supply, sewage disposal, and access or easement for vehicles, pedestrians, utilities and fire protection for any parcel;
- Diminish or harm public or private utility easements or deprive a parcel of access or utilities;
- Diminish or impair environmentally sensitive areas or create an unsafe or hazardous environmental condition;
- Create an unreasonably restrictive or dangerous property access;
- Increase the nonconforming aspects of a parcel; or
- Replat or vacate a short or long plat, or revise or amend the conditions of approval for any short or long subdivision.

Following approval by the administrator, **a final record of survey document shall be prepared by a licensed land surveyor** in accordance with RCW 58.09 and WAC 332-130. A BLA becomes effective once the required documents have been recorded with the county auditor, and the applicant has returned one copy of each recorded document bearing the county auditor's stamp verifying recording. No building or other site development permits will be granted until the applicant returns the copies of the recorded documents to the Department of Community Development.



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### SUPPLEMENTAL APPLICATION BOUNDARY LINE ADJUSTMENT (BLA)

MLA # _____	PROJECT/APPLICANT NAME: _____
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#### Submittal Requirements

- A completed Permit Application. Representative authorization is required if application is not signed by owner.
- Boundary Line Adjustment application fee, as set forth in the Jefferson County Fee Ordinance, as amended.
- a. A single application may be submitted for multiple BLAs for adjacent parcels, lots, tracts or sites within a binding site plan. However, standard application fee (s) shall apply to each BLA after the first two per additional parcel, lot, tract or site
    - b. In instances of lot consolidation, standard application fee (s) shall apply based on the number of resulting parcels or lots.
- Five (5) copies of a clean and legible drawing suitable for recording showing the following:
    - a. The proposed lines for all affected lots, tracts or parcels, indicated by bold solid lines;
    - b. The existing lot, tract or parcel lines proposed to be changed, indicated by light broken lines;
    - c. The location and dimensions of all structures/improvements existing upon the affected lots, tracts or parcels and the distance between each such structure/improvement and the proposed boundary lines, with structures proposed to be removed from the site depicted with broken lines and structures to remain on the site depicted with solid lines;
    - d. A north arrow indication and scale;
    - e. All assessor's tax parcel numbers for the affected lots, tracts or parcels;
    - f. The location of the property as to quarter/quarter section;
    - g. The location and dimensions of any easements within or adjacent to any affected lots, tracts or parcels;
    - h. The location, right-of-way widths, pavement widths and names of all existing or platted streets or roads, whether public or private, and other public ways within or adjacent to the affected lots, tracts or parcels;
    - i. The area and dimensions of each lot prior to and following the proposed adjustment;
    - j. The existing onsite sewage system components and reserve areas and the proposed location for onsite sewage systems and soil test pits for all affected lots that are not currently served by an onsite sewage system or other approved wastewater treatment system;
    - k. The location of all existing and proposed water and storm drainage facilities; and
    - l. The approximate location and extent of any environmentally sensitive areas designated under Article VI-D of Chapter 18.15 JCC, including any flood hazard areas lying within the existing or revised parcel boundaries. The following notice will be recorded on the drawing when the parcels that are part of the Boundary Line Adjustment include, or are adjacent to, Environmentally Sensitive Areas (ESA): Notice to Public: Current Jefferson County geographic information systems (GIS) maps identify the presence of an Environmentally Sensitive Area (ESA) such as stream, wetland, flood, landslide hazard, erosion, aquifer recharge area, fish and wildlife habitat, shoreline, etc., lying within and/or adjacent to the revised parcels encompassed by this Boundary Line Adjustment. Prior to any land disturbing activity or construction activity, applicant/owner shall contact the Jefferson County department of community development regarding compliance for such ESA's. Approval of this Boundary Line Adjustment does not guarantee a buildable site within said parcel(s). Such determination is dependent on approvals of water, septic, bulk and dimensional setbacks, and ESA requirements;
    - m. In cases where the requirement to provide written verification that the resultant lots can accommodate on-site sewage system from the Jefferson County department of environmental health has been waived, the following notice shall be recorded on the drawing: Notice to Public: Approval of this Boundary Line Adjustment does not guarantee a buildable site within said parcel(s). Such determination is dependent on approvals of water, septic, bulk and dimensional setbacks, and ESA requirements.

A copy of any Covenants, Conditions and Restrictions (CC&Rs), deed restrictions, or planned rural residential development (PRRD) agreements pertaining to or affecting the property.

If an individual septic system is proposed (i.e., as opposed to connection to either a community drainfield or municipal sewer system), the applicant shall provide written verification from the Jefferson County department of environmental health that the lots, tracts, parcels or sites, as each would exist after the boundary line adjustment, are adequate to accommodate an on-site sewage disposal system. The location of soil logs must be shown on the drawing to show land area sufficient to meet environmental health requirements for each resultant lot, tract, or parcel that does not contain a dwelling. An applicant may choose to apply for a Site Plan Approval Advance Determination (SPAAD) to fulfill this requirement.

This requirement shall be waived for resultant parcels that:

- a. Are larger than 2.5 acres;
- b. Have existing residential structures; or
- c. Have limited the use of the resultant parcel to agriculture, forestry, or open space through conservation easements, restrictive covenant, or similar legal arrangement. The Open Space Tax program shall not be used to fulfill this requirement.

The application shall be accompanied by a current (i.e., within 30 days) title company certification of the following:

- a. The legal description of the total parcels sought to be adjusted;
- b. Those individuals or corporations holding an ownership interest and any security interest (such as deeds or trust or mortgages) or any other encumbrances affecting the title of said parcels. Such individuals or corporations shall sign and approve the final survey prior to final approval;
- c. Any lands to be dedicated shall be confirmed as being owned in fee title by the owner(s) signing the dedication certificate;
- d. Any easements or restrictions affecting the properties to be adjusted with a description of purpose and referenced by the auditor's file number and/or recording number; and
- e. If lands are to be dedicated or conveyed to the county as part of the subdivision, an American Land Title Association (A.L.T.A.) policy may be required by the director of the department of public works.

1. Please provide a brief description of the purpose of the proposed boundary line adjustment. \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

2. Please provide Existing Legal Descriptions of all affected lots, tracts or parcels. (Attach additional sheets, if necessary.)

Parcel A: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Parcel B: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Parcel C: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Parcel D: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. Please provide Proposed Legal Descriptions of all affected lots, tracts or parcels. (Attach additional sheets if necessary.)

Parcel A: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Parcel B: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Parcel C: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Parcel D: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. All owners of the subject properties must sign the application below to signify agreement to the proposed boundary line adjustment.

**The applicants hereby certify that all of the above statements are true and the plot plan provides an accurate representation of the proposed boundary line adjustment, and the applicants hereby acknowledge that any permit issued on this application may be revoked if any such statement is found to be false.**

a. \_\_\_\_\_ Date: \_\_\_\_\_

b. \_\_\_\_\_ Date: \_\_\_\_\_

c. \_\_\_\_\_ Date: \_\_\_\_\_

d. \_\_\_\_\_ Date: \_\_\_\_\_