



CITY OF CHELAN

BOUNDARY LINE ADJUSTMENT

WHAT IS A BOUNDARY LINE ADJUSTMENT

A boundary line adjustment is a minor adjustment of property lines between two adjoining properties. A Boundary Line Adjustment:

- A) does not create any additional lot, tract, parcel, site or division;
- B) does not result in a creation of any lot, tract, parcel, site or division which contains insufficient area to meet minimum requirements for width and area for a building site according to the City zoning code;
- C) does not involve the relocation of building sites, proposed or anticipated access easements, utilities, septic tanks or other features;
- D) does not modify the boundary of a recorded subdivision.

The administrator may deny the Boundary Line Adjustment if the above conditions are not met during the boundary line adjustment review.

APPLICATION FOR A BOUNDARY LINE ADJUSTMENT

An application for a Boundary Line Adjustment must include an application fee in the amount of **\$150.00**. A map of the boundary line adjustment must be provided and drawn in permanent black ink, on mylar,

sheet size being 18" x 24", at a scale no smaller than 1 inch = 50 feet.

The plan must be prepared by a registered surveyor. The following information is required on the map:

1. Drawing to scale indicating former boundary line and new boundary line;
2. Location of all lots, tracts, parcels, private or public roads, easements and lot sizes before and after the boundary line adjustment. All boundary lines should be referenced with property bearings and distances;
3. Zoning of properties;
4. Description of existing improvements;
5. Present legal description of properties;
6. New legal descriptions after adjustments;
7. Names, addresses and phone numbers of the owners of the property involved;
8. Evidence that the property owners involved in or affected by the boundary line adjustment are aware of and are in agreement with the boundary line adjustment;
9. Waiver of claims against the City for any action resulting from the boundary adjustment.

10. Approval certificate and signature blocks for City staff as shown on application form.
11. Surveyor's certificate and all certificates and other information as may be required.
12. Auditor's Certificate.

REMEMBER . . .

A Boundary Line Adjustment is not a subdivision or a subdivision alteration. Other processes exist for these that are much more complicated and involved. It is a simple adjustment between two or more properties that meets all of the requirements listed above.

OTHER CONSIDERATIONS

The Department of Planning and Community Development will approve or deny the Boundary Line Adjustment application as submitted or return to the applicant with a request for more information within 30 days of receipt of the application. The approved Boundary Line Adjustment must be forwarded to the County Auditor for recording within 30 days. The applicant will assume any costs required by the recording of the approved Boundary Line Adjustment.

If property is to be conveyed between two (2) separate property owners, Tax Affidavits forms (check with Chelan County Treasurer if excise tax is required or only filing fee) and Quit Claim deeds will need to be prepared. The Department strongly recommends an attorney, or licensed surveyor draw up the deeds for that portion of the property to be transferred.

APPEALS

All appeals must be filed in writing with the Planning Director within 10 calendar days of the date of the decision being appealed. Upon receipt of a timely written notice of appeal, the Planning Director shall transmit the appeal to the Planning Commission and request that a date for considering the appeal be established. The decision of the Planning Commission is final.



CITY OF CHELAN

BLA No. _____

BOUNDARY LINE ADJUSTMENT REVIEW FORM
 (Chelan Municipal Code Sections 16.36.040 & 16.42.020)

In the space provided below, list the names of owners and all other persons holding a financial interest in the property. Attach an additional page if necessary.

Parcel No. 1	Parcel No. 2
_____ _____ _____ Phone: _____	_____ _____ _____ Phone: _____
Address: _____ Parcel No. _____ Present Lot size: _____ Proposed Lot size: _____	Address: _____ Parcel No. _____ Present Lot size: _____ Proposed Lot size: _____

Zoning District: _____ Section _____ Township _____ Range _____

I hereby certify that I will pay all fees as required by law. I also hereby certify under penalty of perjury under the laws of the State of Washington that the above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

 Date Submitted: _____
 Applicant Signature
 Print Name _____
 Place Where Signed: _____, WA

 Date Submitted: _____
 Authorized Agent Signature
 Print Name _____
 Place Where Signed: _____, WA

**ACKNOWLEDGMENT AND AGREEMENT,
WAIVER OF CLAIMS, AND STATEMENT OF CONSENT**

The owners of property described herein do acknowledge and hereby agree to hold the City of Chelan 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 the City of Chelan harmless in any cause of action arising out of the boundary line adjustment or recording 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.

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

Owner Signature

Owner

Owner Signature

Owner

ACKNOWLEDGMENT

This is to certify that 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 in _____

APPROVED - CITY OF CHELAN

BOUNDARY LINE ADJUSTMENT NO.
HEREBY APPROVED BY AND FOR THE CITY OF CHELAN, CHELAN COUNTY,
WASHINGTON.

ADMINISTRATOR

DATE

Submit completed form to the Department of Planning and Community Development, 135 E. Johnson, P. O. Box 1669, Chelan, WA 98816, with a fee of \$150.00 in the form of a check payable to the City of Chelan.

***** DO NOT WRITE BELOW THIS LINE *****

Application Accepted as Complete on_____

ACTION: Accepted

Needs Revision_____

Creates new building site, return for short plat.

Administrator

Date

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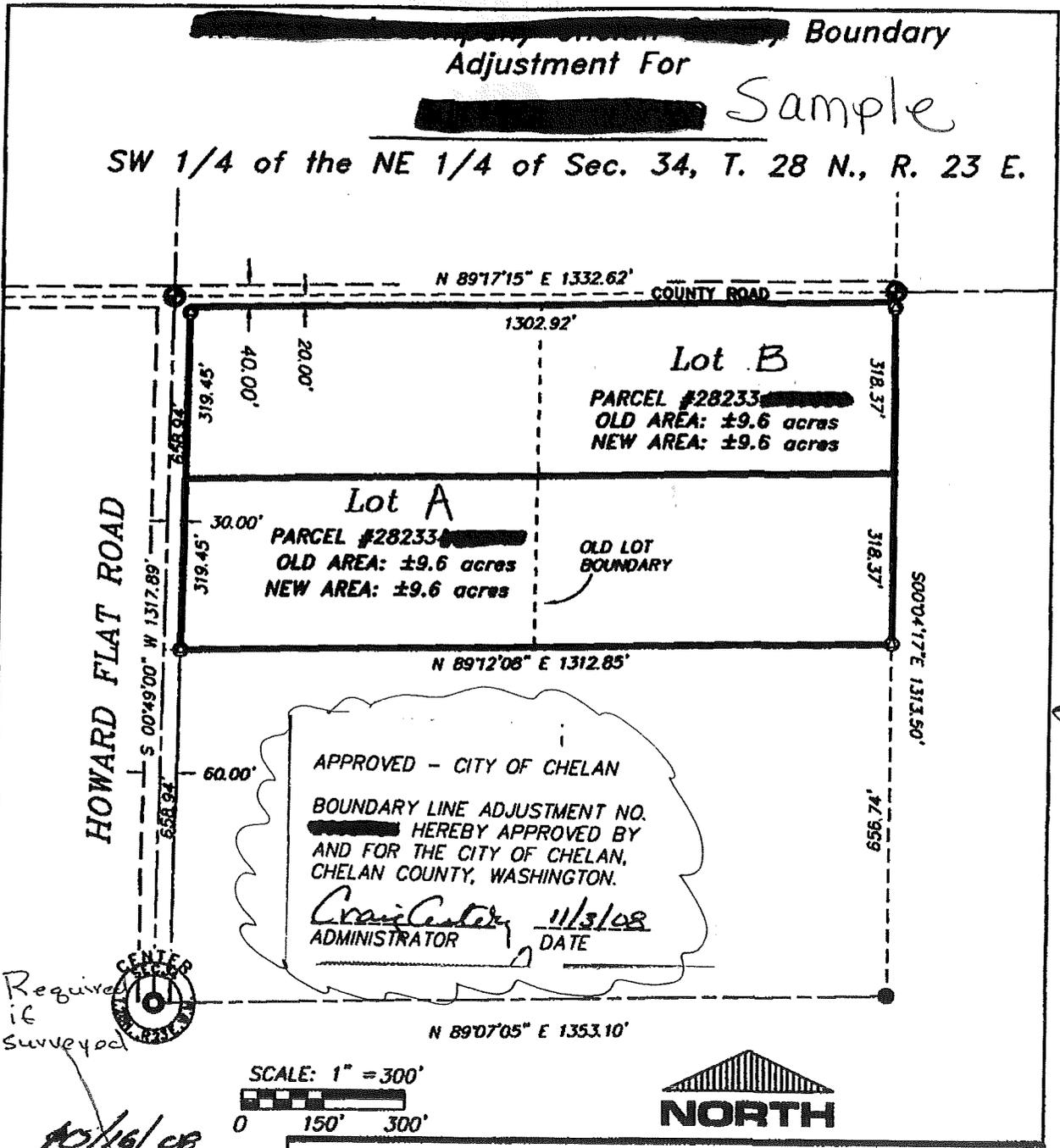
Administrator

Date

1" margin

Boundary Adjustment For Sample

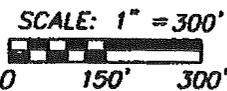
SW 1/4 of the NE 1/4 of Sec. 34, T. 28 N., R. 23 E.



1" margin

1" margin

Required if surveyed



10/16/08