

## BOUNDARY LINE ADJUSTMENT

### Application Packet

#### Contents

- Application - Boundary Line Adjustment
- Regulations
- Description of Review Process

#### Submit the Following

- Fee
- Application packet including:
  - Property owner & lot information page
  - Site Plan
  - Legal Descriptions
  - Statement of Consent and Waiver of Claims – Notarized
  - Property taxes for the entire year must be paid in full
  - Description of water source and method of waste water disposal (only for projects including lots being adjusted to less than one acre)
  - Conveyance Documents (if property is changing ownership from one party to another)
  - Land Use Permit Application for projects located within the boundary of the Colville Indian Reservation (not attached)

#### Questions

Okanogan County Office of Planning and Development  
123 5<sup>th</sup> Ave. North, Suite 130  
Okanogan, WA 98840

Phone: (509) 422-7160

e-mail: [planning@co.okanogan.wa.us](mailto:planning@co.okanogan.wa.us)

# BOUNDARY LINE ADJUSTMENT REGULATIONS

---

Boundary line adjustments are authorized by RCW 58.17.040(6) and OCC 16.04.070 E, and may be performed between contiguous lots which are legally separate in order to adjust existing lot lines between those contiguous lots or to consolidate multiple parcels into one. Boundary Line Adjustments may be approved if all of the following criteria are met:

## OCC 16.04.070 E:

An alteration by adjusting boundary lines, between platted or unplatted lots or both, which does not create any additional lot, tract, parcel, site, or division nor create any lot, tract, parcel, site, or division which contains insufficient lot area and dimension to meet density and lot size requirements of the applicable zoning for the area and which is submitted for review together with all forms and required drawings and is approved in accordance with OCC 16.04.080.

## OCC 16.04.080:

The Okanogan County office of planning and development director is administrator of this title. The administrator or the administrator's designee may approve boundary adjustments under the following circumstances:

- A. No new lots are created (e.g., if you start with two parcels you must end with no more than two parcels);
- B. The character 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);
- C. 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 nonconforming lots shall not result in lots of greater nonconformity with the exception of lot area (lot area reduction shall be the minimum necessary to accomplish the objective of boundary line adjustment); and
- D. 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.

An application form available from the Okanogan County office of planning and development shall be completed including the following information:

- 1) A legal description of the parcels involved in the boundary line adjustment;
- 2) A legal description and appropriate drawing of sufficient accuracy and legibility to be recorded indicating the proposed new parcel boundaries;
- 3) A signature of all fee owners or authorized agents having authority to sign for properties involved in the boundary line adjustment;
- 4) The signature and stamp of a professional land surveyor, unless alternative method is approved by administrator; and
- 5) Conveying document.

The boundary line adjustment will not take effect until recorded with Okanogan County Auditor's Office. The Applicant shall be responsible for recording fees.

- E. The boundary line adjustment process cannot be used in conjunction with large lot segregations in order to adjust parcels to less than 20 acres, or one thirty-second of a section of land, as referenced in OCC 16.10.010.

# APPLICATION REVIEW PROCESS

---

Submit complete applications to the Office of Planning and Development. Incomplete applications will be returned. Approval is not guaranteed; fees are not refunded for denied applications. The review process generally takes 3 weeks. Allow additional time when corrections are required and during busy periods.

The application review process includes the following steps:

1. Submit a complete application packet and application fee. A complete application is reviewed for compliance with applicable land use regulations including but not limited to Zoning, Shorelines, Critical Areas, Open Space Taxation, Subdivisions, etc.
2. Okanogan County Public Health reviews water source and method of waste water disposal when lots are proposed one (1) acre or less. In this instance, the applicant(s) should contact Public Health prior to submitting an application to determine potential issues and whether resolution to such issues exists.
3. The Colville Confederated Tribe reviews projects located within the Colville Indian Reservation. The application is forwarded to CCT Planning Department for review. In this instance, applicants should contact CCT Planning Department prior to submitting the application.
4. Legal descriptions are reviewed for accuracy by the Okanogan County Assessor's Office. Legal descriptions must be clearly written (typed preferred) as they would appear on conveyance documents. Keep in mind that these descriptions will become the new and permanent legal descriptions of record and will be used for all future conveyances, title searches, etc.
5. Site plans must clearly represent the adjustment, be drawn to scale. Show structures located near property lines and identify taxable improvements transferring to a different lot (important for property tax allocation). A record of survey or site plan prepared by a licensed professional surveyor is preferred and recommended, although it is not required. A survey often results in a more accurate representation of the proposal and results in fewer property line disputes.
6. Statement of Consent and Waiver of Claims must be signed by each by each landowner. Signatures must be notarized. Landowner/Agent consent forms will not be accepted which authorize an agent to sign in lieu of the landowner. Appropriate powers of attorney may be accepted.
7. Property taxes for each parcel listed on the application form must be paid in full through the current tax year including previous years, irrigation assessments and diking assessments.
8. If the BLA results in a change of ownership of all or a portion of land then the applicant must file conveyance documents (quit claim deed, statutory warrantee deed, etc.). Conveyance documents must be recorded with the BLA application.
9. The Planning Department will contact the applicant when the application is approved. Once approved, the applicant is responsible for recording the application with the Okanogan County Auditor. A recording fee will be required by the Okanogan County Auditor's Office.

## BOUNDARY LINE ADJUSTMENT APPLICATION

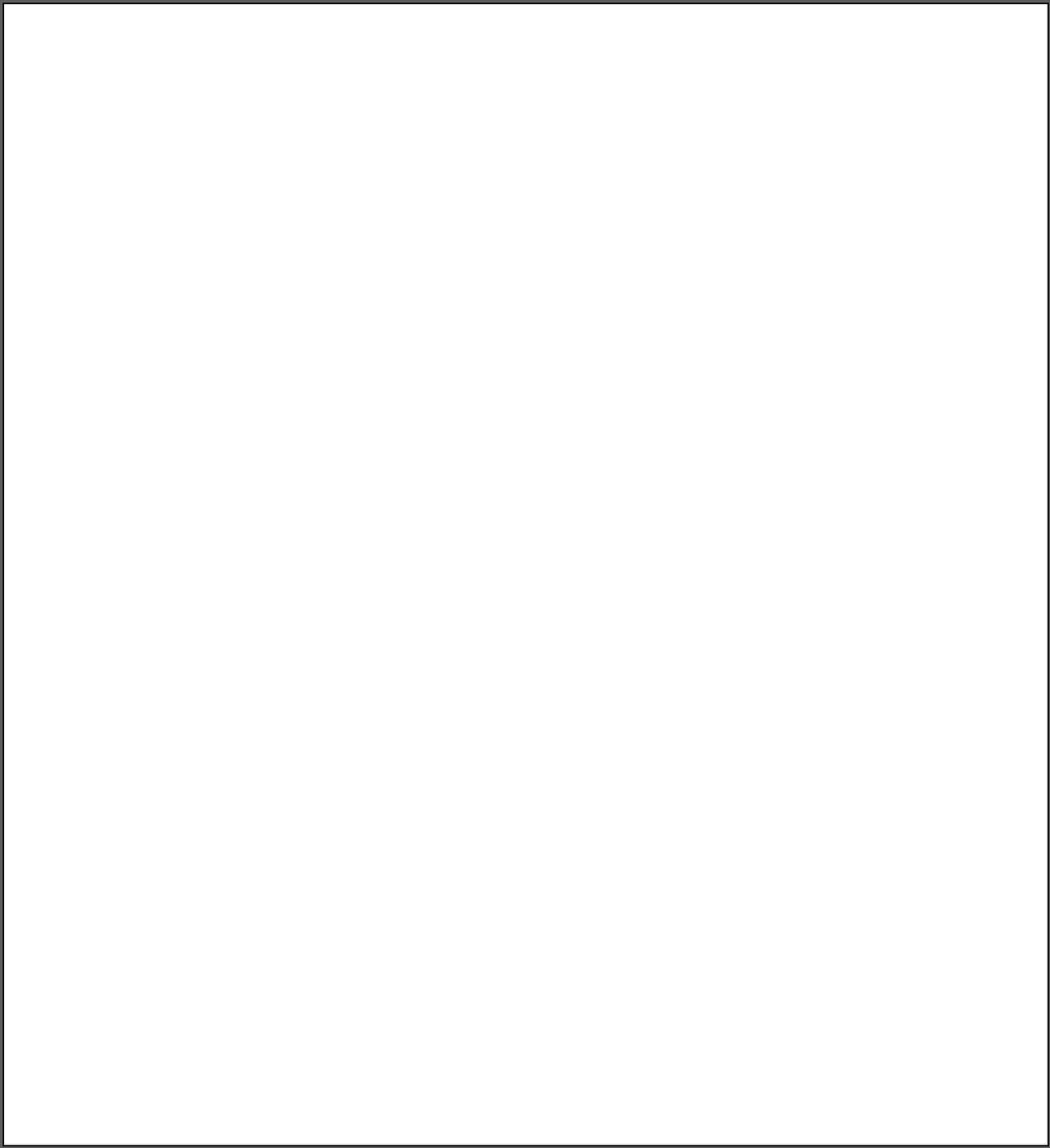
OKANOGAN COUNTY CODE 16.04.070E & 16.04.080

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

Date Received: \_\_\_\_\_

Fee: \_\_\_\_\_

Receipt#: \_\_\_\_\_



**Site Plans Guidelines:**

This space may be used to provide a scaled drawing showing existing property boundaries (solid lines) and proposed property boundaries (dashed lines). Indicate existing improvements including houses, storage buildings, 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 adjustment of each property involved. This page may be replaced by a by a separate, adequate page at the applicant’s discretion.

THIS SPACE PROVIDED FOR AUDITOR'S USE

**Legal Descriptions:**

Include a separate written legal description for each proposed lot. This page may be replaced by a by a separate, adequate page 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 \_\_\_\_\_

PROJECT SPECIFIC NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For Office Use Only:

<b>LAND USE INFORMATION</b>	<b>OFFICE OF PLANNING &amp; DEVELOPMENT</b>
Zoning District: _____ _____ Minimum Lot Size: _____ Shoreline Designation: _____ Legal Lot of Record? _____	This Boundary Line Adjustment meets the requirements of Okanogan County Code 16.04.080. _____ Administrator Date
<b>OKANOGAN COUNTY TREASURER</b>	<b>OKANOGAN COUNTY ASSESSOR</b>
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
<b>OKANOGAN COUNTY PUBLIC HEALTH</b>	
Approval only required for creation of lots one (1) acre or less. _____ Administrator Date	