



Boundary Line Adjustment

Description

A boundary line adjustment (BLA) allows for the adjustment of lot lines between two or more existing legal lots of record, provided the adjusted lots conform to the minimum lot size and dimensional requirements of the zoning and/or comprehensive plan designation. Adjusted lots must also meet minimum health code standards when utilizing an on-site septic system.

A non-conforming lot (a lot that does not meet current minimum area and/or dimensional requirements) cannot be made more non-conforming through a BLA; information about non-conforming lots of record can be found in CCC 18.10.710. State and county laws do not allow for the creation of new lots through a boundary line adjustment, and all lots involved in the BLA must be existing legal lots of record.

Review Process

The review of boundary line adjustments is administrative; there is no public notice or comment period, and staff reviews the application for conformance with the applicable state and county codes. Some of the items that staff will review for include, but are not limited to, the following:

- Legal lot status
- Health code standards for lots with septic systems
- Minimum lot size/dimensions
- Fire code requirements
- Sufficient access

Upon completion, a decision letter is returned, and the applicant records appropriate deeds with the County Auditor. It is important that the recorded deeds indicate that the property transaction is being done for boundary line adjustment purposes only. It is the responsibility of the applicant to record the deeds affecting the change once the county's review of the BLA is completed.

Review Time

Typically BLAs are processed within 14 - 21 days, although this time frame is subject to change depending on staff workload, size and complexity of the proposal, and completeness of application materials.

Fees

The following fees are required to be paid when the application is submitted:

Boundary Line Adjustment (2 lots):	\$360
Additional per lot over two lots:	\$90



MASTER APPLICATION

Project Address _____ City _____ ZIP _____

Parcel # _____ Acres _____ Description of Project _____

Area of Existing Structure(s) _____ Sq. Ft. Area of New Structure(s) _____ Sq. Ft.

Property Owner _____

Full Mailing Address _____

Daytime Phone Number _____ Email _____

Applicant/Agent (If NOT the property owner) _____

Full Mailing Address _____

Daytime Telephone _____ Email _____

Contractor Name _____ License # _____

I hereby certify that I am the owner or duly authorized agent of the owner for the purposes of this application. I further certify that I have read and examined this application and know the same to be true and correct. I also agree to allow free access to the land this application is being submitted for to all public agencies with jurisdiction. I understand that if any of the information provided on this application is incorrect, the permit or approval may be revoked.

Print Name _____ **Signature** _____ **Date** _____

*****COMPLETE THIS SECTION IF YOU ARE NOT THE PROPERTY OWNER*****

I _____ (property owner) hereby certify that I am the owner of the property located at _____ (address or parcel number).

I have authorized _____ to represent me as the applicant/agent.

Applicant/Agent Signature _____ Date _____

Property Owner Signature _____ Date _____

Initial	Date	Type	Permit #

(02/2020)



Boundary Line Adjustment

Submittal Checklist

The following items are required at time of submittal; please use this checklist as a guide. Please note that we cannot accept incomplete applications.

_____ 1. Master Application

- Form completed and signed in ink by the owner or applicant

_____ 2. Boundary Line Adjustment Supplement

- Form completed and signed in ink by all owners or applicants involved in the adjustment

_____ 3. Site Plan Showing *Existing* Conditions

- Layout and dimensions of **existing** parcels, to a measurable scale
- Location of all existing structures, drainfields, and driveways, and their distances to property lines;
- Location and dimension of all known easements on the property and adjoining the property, including public and private roads
- Site plan paper sizes accepted: 8.5"x11", 8.5"x14", 11"x17", and 18"x24" (only if accompanied by a smaller copy)

_____ 4. Site Plan Showing *Proposed* Conditions

- Layout and dimensions of **proposed** parcels, to a measurable scale
- Location of all existing structures, drainfields, and driveways, and their distances to property lines;
- Location and size of all known easements on the property, including public and private roads
- Site plan paper sizes accepted: 8.5x11, 8.5x14, 11x17, 18x24 only if accompanied by a smaller copy

_____ 5. Letter of Authorization (If the applicant is different than owner)

- Form completed and signed in ink by the owner



Boundary Line Adjustment

Boundary Line Adjustment Supplement

Parcel A

Property Owner: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Tax Parcel #: _____ Site Address: _____

Lot area, *prior* to adjustment: _____ Lot area, *after* adjustment: _____

Water source: Public water system Private water system Individual or shared well

Sewage Disposal: Public sewer system On-site septic Other

Will any easement be eliminated, altered, or created? Yes No

Will any structures be involved in the BLA (switching parcels)? Yes No

Owner Signature: _____ Date: _____

Parcel B

Property Owner: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Tax Parcel #: _____ Site Address: _____

Lot area, *prior* to adjustment: _____ Lot area, *after* adjustment: _____

Water source: Public water system Private water system Individual or shared well

Sewage Disposal: Public sewer system On-site septic Other

Will any easement be eliminated, altered, or created? Yes No

Will any structures be involved in the BLA (switching parcels)? Yes No

Owner Signature: _____ Date: _____



Boundary Line Adjustment

Boundary Line Adjustment Supplement

Parcel C

Property Owner: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Tax Parcel #: _____ Site Address: _____

Lot area, *prior* to adjustment: _____ Lot area, *after* adjustment: _____

Water source: Public water system Private water system Individual or shared well

Sewage Disposal: Public sewer system On-site septic Other

Will any easement be eliminated, altered, or created? Yes No

Will any structures be involved in the BLA (switching parcels)? Yes No

Owner Signature: _____ Date: _____

Parcel D

Property Owner: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Tax Parcel #: _____ Site Address: _____

Lot area, *prior* to adjustment: _____ Lot area, *after* adjustment: _____

Water source: Public water system Private water system Individual or shared well

Sewage Disposal: Public sewer system On-site septic Other

Will any easement be eliminated, altered, or created? Yes No

Will any structures be involved in the BLA (switching parcels)? Yes No

Owner Signature: _____ Date: _____