Boundary Line Adjustment

Description

A boundary line adjustment (BLA) allows moving lot lines between two or more existing lots. Adjusted lots must 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 on-site septic systems and/or domestic wells for drinking water.

Lots proposed for adjustment must have been lawfully created. State law and county regulation do not allow creation of new lots through a boundary line adjustment.

A lawfully-created existing lot that does not meet current minimum size and/or dimensional requirements (called a non-conforming lot) cannot be made more non-conforming through a BLA. Information about non-conforming lots be found in Cowlitz County Code Section 18.10.710. State law and county regulations do not allow for the creation of new lots through a boundary line adjustment. All lots involved in a 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. Staff reviews the application for conformance with the applicable state and county codes.

Upon completion of staff review, a decision letter is returned to the applicant. If approved, the applicant must record 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.

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

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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. **Project Information Form**

- Form completed and signed by the owner or applicant

____ 2. **Boundary Line Adjustment Supplement**

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

____ 3. **Site Plan Showing *Existing* Conditions**

- Layout, dimensions and area of **existing** parcels, to a measurable scale
- Location of all existing structures, drainfields, wells, other utilities (i.e. electrical and gas) 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

____ 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
- Proposed vehicular access for each parcel must be shown.

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

- Form completed and signed by the owner

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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: _____

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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: _____