

**Boundary Line Adjustment
Permit Attachment
City of Chehalis
Community Development Department
1321 S Market Blvd.
Chehalis, WA 98532
(360)345-2229**

Application for Boundary Line Adjustment

The application must include information and signatures of all owners of properties involved. If there are more than two properties, please use a copy of this page and attach to the application packet.

Applicant ☐ Owner of Parcel ☐ Purchaser of Parcel ☐ Representative

Name: _____ Phone _____

Address: _____

Email: _____

Property #1 _____ Zoning: _____

Site Address _____ Parcel # _____

Owner Name: _____ Phone _____

Email: _____ Mailing Address: _____

Current LEGAL DESCRIPTION (Abbr. form: quarter/quarter, section, township & range, plat, lot & block, including Auditors File Number (AFN) of recorded document)

Proposed LEGAL DESCRIPTION: _____

Property #2 _____ Zoning: _____

Site Address #2 _____ Parcel # _____

Owner Name: _____ Phone _____

Email: _____ Mailing Address: _____

Current LEGAL DESCRIPTION (Abbr. form: quarter/quarter, section, township & range, plat, lot & block, including Auditors File Number (AFN) of recorded document)

Proposed LEGAL DESCRIPTION: _____

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Surveyor Name and Company: _____

Phone _____ Email Address _____

| 12-DIGIT PARCEL | Area of Original Lot | Area of Resulting Lot |
|-----------------------|----------------------|-----------------------|
| _____ - _____ - _____ | _____ acre /sq ft | _____ acre /sq ft |
| _____ - _____ - _____ | _____ acre /sq ft | _____ acre /sq ft |
| _____ - _____ - _____ | _____ acre /sq ft | _____ acre /sq ft |
| _____ - _____ - _____ | _____ acre /sq ft | _____ acre /sq ft |

Type of On-Site Structures (provide parcel numbers) (Show location and label each structure on map)

| <i>Parcel number</i> | <i>Structure Type</i> | <i>Additional Details</i> |
|-----------------------|-----------------------|---------------------------|
| _____ - _____ - _____ | _____ | _____ |
| _____ - _____ - _____ | _____ | _____ |
| _____ - _____ - _____ | _____ | _____ |
| _____ - _____ - _____ | _____ | _____ |

Special Areas of your project site (Show checked areas on map)

- ☐ Cliff / Steep Slope
- ☐ Draw / Gully
- ☐ Wetland / Swamp / Bog
- ☐ Creek / Stream / Ditch _____ *(name of creek / stream)*
- ☐ Fresh Water _____ *(name of fresh waterbody)*
- ☐ River (name of river) _____ *(name of river)*
- ☐ Lake / Pond _____ *(name of lake / pond)*

Is any portion of the property shown in the FEMA MAPPED FLOODZONE? Please visit <https://msc.fema.gov/portal/home> for FEMA floodzone mapping or contact the Chehalis Community Development for assistance.

- ☐ No ☐ Do not know
- ☐ Yes:
 - ☐ A, ☐ AE, ☐ AE, Floodway ☐ AO ☐ VE,

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Boundary Line Adjustment Requirements

A Boundary Line Adjustment (BLA) is a change in boundaries between two (2) or more legal lots resulting in the same numbers of lots or less. The process must not create any parcel, tract, lot, site, or division, which contains insufficient area and dimension to meet the minimum requirements of Chehalis Municipal Code Title 17. A BLA may be the resolution or remedy for various situations, such as boundary line disputes or enlargement of a parcel to enhance a buildable area.

☐ **Application:** Complete the application, answer all questions as thoroughly as possible.

☐ **Map:** A new survey map of the affected parcels must be submitted, tying involved lot corners to section corners, quarter corners, or if applicable to the road center line monument. The map must also show all structures, private on-site utility lines and connections to public utilities (sewer/gas/water/storm), and site access (ingress/egress).

***Note:** Maps and new legal descriptions for Boundary Line Adjustments must be prepared by a Professional Land Surveyor licensed in the State of Washington. The location of the adjusted property line must be staked on the ground and a survey map recorded meeting RCW 58.09.*

☐ **Original Legal Descriptions:** Original legal descriptions for involved parcels shall appear on the survey map.

☐ **Site Inspection:** Excluding cases where entire parcels are being combined or lot lines are being adjusted to the minimum amount necessary to resolve an encroachment; a site inspection on undeveloped lots may be required before a BLA can be approved. Environmental reviews will add additional time and expense to the BLA process but should prevent property owners from inadvertently rendering their property unbuildable due to critical/resource area setbacks. Site inspections have a separate fee.

☐ **Fees:** There is a review fee associated with the Boundary Line Adjustment. See current fee schedule.

***Note:** Applicants are responsible for recording fees and all taxes associated with affected parcels.*

☐ The property owners must have their own arrangements as to compensation or other consideration for the exchange of property ownership.

*The recorded BLA only sets the new lot lines; **It does not convey title to the property.***

**ALL INFORMATION PERTAINING TO THE APPLICATION IS DUE AT THE TIME OF SUBMITTAL.
INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE RESPONSIBLE PARTY.**

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Boundary Line Adjustment Survey Map Checklist (Page 1/2)

Survey Maps are to be in compliance with Washington State Minimum Standards and Guidelines for Surveys per [Chapter 332-130-050 of the Washington Administrative Code \(WAC\)](#)

- ☐ North Arrow, Scale, and Date;
- ☐ Owner(s) Name(s) and Address(es);
- ☐ 12-digit Parcel Numbers;
- ☐ Current Zoning Classification;
- ☐ Current and Proposed Legal Descriptions;
- ☐ Area of Original and Resulting Lots/Parcels;
- ☐ All permanent topographic features, including special areas of the project site (*See Page 2*);

Locations of existing water-impacted areas such as FEMA 100-year floodplains, wetlands, and shorelines.

- ☐ The location of all sewer, water, and other utility lines located on the properties, if applicable. If not applicable, a notice stating no sewer, water, or other utility lines currently exist on the affected properties;
- ☐ The boundary lines of the parcels prior to the BLA, clearly labeled (clear label as “old line” and use dash line type). The boundary lines of the parcels as adjusted by the BLA, clearly labeled with distance and bearing (use bold line type);
- ☐ The location of existing structures, fences, buildings, improvements, encroachments, and any existing uses by other parties;
- ☐ Clearly defined existing and proposed easements, including the location, width, and recording information of all plottable rights-of-way, easements, and servitudes burdening and benefitting the surveyed property;
- ☐ Existing covenants and deed restrictions;
- ☐ A signature block for the approval and signature of the City Planner, City Engineer, County Treasurer, and County Auditor, and all applicable owners of involved lots, including the date signed for each;
- ☐ Name of professional land surveyor (PLS), address, signed WA PLS stamp with date of signature;

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Boundary Line Adjustment Survey Map Checklist (Page 2/2)

- ☐ The following notice shall appear on the face of the BLA map:

This Boundary Line Adjustment shall not create any additional building lot, tract, parcel, building site, or division nor create any building lot, tract, parcel, building site, or division, which contains insufficient area and dimension to meet minimum requirements for building site, the portion being transferred shall be combined with the Grantee's parcel. All newly configured lots must comply with applicable standards for sewage disposal and provisions contained in Chehalis Municipal Code Title 17 and Title 70 of the Revised Code of Washington.

- ☐ Identify each parcel with its 12-digit parcel number;
- ☐ Names of adjoining owners according to current tax records