

# **APPENDIX M**

## **BOUNDARY LINE ADJUSTMENTS**

A boundary line adjustment, also known as a BLA, is a division made for the purpose of adjusting boundary lines which does not create any additional lot, tract, parcel site, or division, nor create any lot, tract parcel site or division which contains insufficient area and dimension to meet minimum requirements for width and area for a building site. (LMC 15.04.040H)

The steps needed to accomplish a BLA are outlined below.

1. Contact the Community Development Department. The Planning staff will discuss with you the particular situation of your property and explain the BLA application packet.
  
2. Complete the application packet.
  - A. The new legal descriptions for the parcels must be written and certified by a registered land surveyor or a title company. A new map of the affected parcels must be prepared by a registered land surveyor and submitted with the application. This map shall be drawn to scale and shall include all structures, wells, and septic fields and all affected parcels. The map may be drawn on 8 ½” x 14” paper or on 18” x 24” mylar.
  
  - B. The “Declaration of Boundary Line Adjustment and Covenants” must be submitted with the notarized signatures of all owners and applicable spouses for the properties involved. The property owners must make their own arrangements as to compensation or other consideration for the exchange of property ownership. The recorded BLA only sets forth the new legal description and lot lines; it does not convey the property.
  
3. Submit the completed application, map, title report, legal descriptions, declaration, covenants, and a fee as listed in the current Fee Schedule to the Planning Division.

4. Your application will be reviewed by Community Development and Public Works staff. Review may take up to a month to complete. When your application is approved, you will be notified. You may make arrangements with a Planning staff member to accompany you to the Auditor's Office to record the BLA. The recording fee is set by the Auditor's Office and shall be paid by the applicant(s).

Should your BLA application be denied, you will be mailed an official determination explaining the reasons for denial. Should you disagree with the determination, certain rights of appeal exist and will be explained to you in writing with the denial notice.