
BOUNDARY LINE ADJUSTMENT / ELIMINATION AUTHORIZATION

(A copy of this letter must be submitted for each property owner involved)

I, _____ attest under the laws of the State of Washington as follows;

1. I am the owner of the property that is the subject of the application.
2. I have not appointed anyone, *or*
3. I have appointed _____ to act as my agent regarding this application.
4. All statements, answers, and information submitted with this application are true and correct to the best of my knowledge and belief.
5. I agree to hold the City of Enumclaw harmless as to any claim (including costs, expenses and attorney's fees incurred in the investigation of such claim) which may be made by any person, including the undersigned, and filed against the City of Enumclaw, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as part of this application.
6. I hereby grant permission for representatives of the City of Enumclaw and any other Federal, State, or local unit of government with regulatory authority over the project to enter onto my property to inspect the property, take photographs, and post public notices as required in connection with review of this application and for compliance with the terms and conditions of permits and approvals issued for the project.

SIGNATURE

PRINTED NAME

DATE

ADDRESS

BOUNDARY LINE ADJUSTMENT / ELIMINATION CONCURRENT APPLICATIONS

Please indicate whether you are submitting one or more concurrent applications with this application by checking one or more of the boxes below:

**Type I Applications
(administrative decisions
made by the city which are
not subject to environmental
review under the State
Environmental Policy Act
[SEPA]):**

- Administrative Use Permit
- Boundary Line Adjustment/Lot Line Elimination
- Building Permit
- Floodplain Development Permit
- Land Disturbing Activity Permit

**Type II Applications
(administrative
decisions made by the
city which include
threshold
determinations under
SEPA):**

- Administrative Use Permit
- Building Permit-SEPA Non-exempt
- Critical Area Permit
- Floodplain Development Permit
- Land Disturbing Activity Permit

Type III Applications (quasi-judicial final decisions made by the hearing examiner following a recommendation by staff:

- Conditional Use Permit
- Variance

Type IV Applications (quasi-judicial decisions made by the city council following a recommendation by the hearing examiner):

- Rezone (site-specific)

OTHERS - as may apply:

- SHORELINE EXEMPT
- SEPA
- _____

**TYPE 1 - BOUNDARY LINE ADJUSTMENT / ELIMINATION APPLICATION
SUBMITTAL CHECKLIST (required)**

Any requirements that are not applicable on this checklist indicate N/A and explain why they are not applicable.

DIGITAL COPIES OF WRITTEN MATERIALS, PLANS & GRAPHICS

- Provide documents and plans in PDF format; civil drawings in PDF and DWG format for all submitted materials. Include an Etransmittal of Autocad files(s) of all plans (if applicable). Submit to permits@ci.enumclaw.wa.us .
*For files (ex: civil/stormwater sets) over 25 MB, please request a Sharefile link from permit staff.
**All information must be accurate and current.

APPLICATION FEES - Make checks payable to the City of Enumclaw

- Application fee. Link to current fee schedule can be found @ <http://www.cityofenumclaw.net/219/Planning-Permit-Applications-Information>.

MATERIALS –

- A. **APPLICATION FORM.** Provide a **completed** application form signed by the property owner(s) and/or applicant.
- B. **LETTER OF AUTHORIZATION.** Provide letter of authorization to act contained with this application packet inclusive of all required signatures.
- C. **CONCURRENT APPLICATIONS FORM.** Check applications that are being submitted concurrent with the boundary line adjustment/elimination.
- D. **TITLE REPORT.** Provide a title report, with liability for errors not to exceed the assessed value of the lots on the date of application. The title report shall be issued no more than 45 days prior to the application date. The City may request an updated title report prior to final approval at its discretion.
- E. **LEGAL DESCRIPTION.** Provide the original legal description of the original parcels and the proposed legal descriptions for each separate revised parcel. The properties being adjusted shall be labeled specifically as "Parcel A," "Parcel B," etc. The proposed legal description shall be prepared by a professional land surveyor licensed in the State of Washington.
- F. **EVIDENCE OF SEPARATE LOT CREATION.** If the parcel/lot was individually created prior to October 1, 1972, acceptable documentation is limited to a real estate conveyance document (deed) dated prior to this date. If the lot was created on or after October 1, 1972, acceptable documentation may also include, but not be limited to, a copy of the approved plat or short plat or evidence of subdivision exemption.
- G. **LOT CLOSURES.** Prepared by a Professional Land Surveyor licensed in the State of Washington.
- H. **RESTRICTIONS.** Copies of restrictions, if any, to be imposed upon the use of the land. In any BLA where lots are to be served by a private road, the applicant shall furnish a copy of such further covenants or documents that will result in each lot owner having access thereto and having responsibility for maintenance and shall obligate any seller to give actual notice to any prospective purchases of the method of maintenance of the private road.
- I. **PROJECT NARRATIVE:** Provide a narrative that includes a brief description of the boundary line adjustment/lot line elimination, the parcel numbers of the involved parcels, the zoning, existing use on each parcel, and the areas (in square feet and acres) of each parcel before and after the boundary line adjustment.

BOUNDARY LINE ADJUSTMENT / LINE ELIMINATION SURVEY MAP

The map shall be prepared in accordance with the survey and recording requirements of Chapter [58.09](#) RCW and Chapter [332-130](#) WAC or as amended, and must conform to the Survey Recording Act. Plan sheet margins shall conform to King County boundary line adjustment/elimination map requirements. Contact King County Recorder's Office to verify any changes in recording requirements prior to recording final survey map. The survey map shall contain all the information required by WAC [332-130-050](#), and shall be drawn to an appropriate engineering scale with a north arrow, bar scale, and basis of bearings identified, and shall include the following information:

- A. The boundary line adjustment/elimination shall be signed and stamped by a professional land surveyor licensed in the State of Washington.
- B. The boundary line adjustment/elimination drawing shall clearly show the following information:
 - Property line codes: thin dashed for existing and bold solid for proposed. Right-of-way lines should be a thicker bold line than interior bold lines.
 - Bearings and distances of all existing and proposed lot lines.
 - Adjacent street names and locations.
 - Legal descriptions and parcel numbers for existing and proposed parcels.
 - Identify parcels as Lot A, Lot B, etc., so they match proposed legal descriptions.
 - Lot area (square feet) of proposed lots.
 - Significant topographic features such as cliffs, ravines, creeks, rivers, and swamps
 - Existing encumbrances, easements, or restrictions (see title report).
 - Location and dimensions of any well, septic tanks and/or drain fields, and distances to property lines. If applicable, proposed future method of sewage disposal and water service for each affected lot.
 - Existing structures and distances to property lines.
 - Building setback envelopes (for proposed lots): thin dashed line.
 - If the property is within the jurisdiction of the Shoreline Management Act, the map page should also include:
 1. Location of water body and ordinary high-water mark (OHWM). On rivers and streams, indicate top of bank, OHWM, floodway, and 100-year floodplain.
 2. Location of any improvements (bulkheads, docks, etc.).
 3. Shoreline environmental designation, i.e., urban, rural, conservancy or natural.
 - For lot line eliminations only, restrictive covenant language as applicable.
 - Declaration blocks shall be provided for the lot owner(s), surveyor, Director of Community Development, Public Works Director, and County Assessor.

BOUNDARY LINE ADJUSTMENT / LINE ELIMINATIONS

The purpose of a boundary (lot) line adjustment is to allow for the modification of common property lines between adjacent lots, tracts, or parcels to resolve boundary disputes, correct property line or setback encroachments, create better lot design, improve access, or accommodate a minor transfer of land. The purpose of a boundary (lot) line elimination is to dissolve intermediate boundary lines between two or more lots under the same ownership, typically to prevent buildings from being constructed on top of the lot line. The adjustment or elimination process shall not create any additional lots, tracts, or parcels, nor shall it create a buildable lot from a parcel not originally intended to be buildable (i.e., special tracts, slivers, etc.). All resulting lots, tracts or parcels shall contain sufficient area and dimension to meet minimum current requirements for zoning and building purposes.

What is the application and review process?

Boundary line adjustment and elimination applications shall consist of the completed application forms, evidence of separate lot creation, title certificates, information on other related permits, paper and electronic copies of the survey map, and a nonrefundable fee. The Community Development and Public Works departments will review the submittal in accordance with EMC Title 15 and will require corrections as necessary. Once all required corrections are complete, the City will request that a final survey map be provided for signatures of approval.

What is the approval process for a boundary line adjustment?

The city may approve an application, provided the following criteria are met:

- A. Per RCW [58.17.04\(6\)](#), the lot line adjustment shall not result in the creation of any additional tract, lot, 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;
- B. The property being transferred within the lot line adjustment shall be combined with the benefiting parcel;
- C. The lots, tracts, or parcels resulting after the lot line adjustment shall meet all dimensional requirements specified for the applicable zone as outlined in EMC Title [18](#);
- D. All lots modified by the lot line adjustment procedures shall have legal access meeting the standards of the city of Enumclaw;
- E. The lot line adjustment shall not violate an applicable requirement or condition of a previous land use action, subdivision, or short plat;
- F. All lot line adjustments shall be recorded surveys consistent with the requirements of Chapter [58.09](#) RCW and Chapter [332-130](#) WAC or as amended.

What is the approval process for a boundary line elimination?

- A. The lot line elimination shall not violate an applicable requirement or condition of a previous land use action, subdivision, or short plat;
- B. The lot line elimination shall be a recorded survey consistent with the requirements of Chapter [58.09](#) RCW and Chapter [332-130](#) WAC;
- C. The lot line elimination shall include restrictive covenant language as applicable.

How is the boundary line adjustment or boundary line elimination recorded?

The boundary line adjustment/elimination is not in effect until it, and related deeds/documents are recorded with the King County Office of Records and Elections. The applicant is responsible for delivering the City-approved final survey map, required documents, and appropriate County-required fees to King County for recording. The applicant shall return a copy of the recorded documents to the City. Note: The recording of a boundary line adjustment/elimination does not constitute a transfer of title. If the title to an area of land is changing ownership, separate deeds must be recorded with the King County Department of Assessments.