

## **BOUNDARY LINE ADJUSTMENTS (BLA)**

### **GENERAL INFORMATION**

A BLA is a transfer of land between two or more adjoining lots within the same zoning district. A BLA provides for minor adjustments to boundary lines of certified lots to rectify defects in legal descriptions, to allow the enlargement or merging of lots to improve a building site, to achieve increased setbacks from property lines or critical areas, to correct situations where an established use is located across a lot line, to combine substandard lots or for other similar purposes.

- Additional lots **cannot** be created by a boundary line adjustment.
- Non-conforming lots or setbacks shall **not** be created by a boundary line adjustment.
- Lots subject to a BLA must have the same zoning designations.

### **APPLICATION INFORMATION:**

Prior to submitting an application, the Applicant is encouraged to contact the Development Services Department (Department) to discuss the proposed BLA. The Department will provide assistance and detailed information on the City's permitting requirements and standards. Waivers of the submittal requirements outlined below in this handout may be requested, or suggested at any time once staff has had an opportunity to review the scope of the proposed BLA.

The City will not accept an application that does not have all of the required items listed below. To accept your application, each of the numbered items must be submitted at the *same time*. However, if you have received a prior written waiver of a submittal item(s), please provide the signed waiver form in lieu of any submittal item not provided.

### **PROCESS AND TIMING**

The time it takes to complete a Boundary Line Adjustment permit depends on how complex your BLA is, how many corrections of your plans you need to make, and how quickly and completely your consultants respond when the Department asks for corrections to the plans and/or materials submitted to us.

The Department makes every attempt to finish our initial review in 4 weeks. However, Applicant's are often asked to make corrections after the initial review, which triggers a second review of the corrected plans.

### **OTHER NOTEWORTHY ITEMS**

- Surveys are required to be stamped and signed by Professional Land Surveyor (PLS).
- An attorney or title company (that is authorized by law), will be required to prepare deeds to transfer the property subject to the requested BLA.
- BLAs can only be processed if all of the subject property has the same zoning designation.
- After a BLA is approved, the Public Works Director will sign the transfer deeds and Boundary Line Adjustment map. The applicant is then responsible for having the BLA map and the deed(s) recorded with the Skagit County Auditor. Following the recording of these documents, copies must be brought back to the City.

*The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.*

## SUBMITTAL REQUIREMENTS FOR BLA APPLICATIONS

An applicant may ask for a waiver of any of the following submittal application materials at their pre-application meeting; and the Development Services Department will review the applicant's request, and either approve or disallow the waiver, in writing.

One paper copy and one copy in an electronic format (complying with the City's Electronic Document Requirements outlined on the accompanying handout) of each of the below-listed submittal items is required to be submitted to the City **AT THE SAME TIME**.

### FORM REQUIRED TO BE COMPLETED

The below listed forms are required to be downloaded from the City's website at: [www.mountvernonwa.gov](http://www.mountvernonwa.gov); once on this website click on the menu near the top of the screen on the word DEPARTMENTS, then click on DEVELOPMENT SERVICES. On the new page that opens click on APPLICATIONS, FORMS & HANDOUTS and then PLANNING located in the green box on the left side of the screen. Scroll down the new page that open and click on the hyperlinks with the names listed above.

#### MASTER LAND USE & AGENT AUTHORIZATION FORMS

Forms on which an applicant provides their name and contact information and the name and contact information of the property owner if it is not the applicant. This form requires an Applicant to provide general information including the site address, parcel number(s), existing/proposed land uses, existing/proposed Comprehensive Plan designations, existing/proposed zoning designations, site area, project valuation and whether or not the site is within 200 feet of an area designated as a critical area. The current owner(s) of the land must provide their notarized signatures on this form.

### PLANS & MATERIALS PREPARED BY QUALIFIED PROFESSIONALS

#### BOUNDARY LINE ADJUSTMENT MAP

A Boundary Line Adjustment is defined as a Land Boundary Survey (W.A.C. 332.130) and must be prepared by a professional land surveyor registered in the State of Washington. The size of the map shall be 18-inches by 24-inches with a minimum two-inch border on the left edge and one-half-inch border on all other sides. Paper copies of the BLA map shall be submitted with the application. The actual mylar shall not be required until the map is ready for final recording. A Boundary Line Adjustment is a recorded survey and must comply with all requirements of R.C.W. 58.09 (Survey Recording Act) and W.A.C. 332.130.050 (Survey Map Requirements) as it is currently written or as it may be amended in the future; The following additional items must be included:

- a. A title block that contains the following items;  
The name of the proposed BLA,  
Provision for the City land use number, (i.e. ENGR(YR) -- \_\_)  
Location of the BLA Section \_\_, Township \_\_, Range \_\_;
- b. Name and address of the applicant;
- c. Name, address and telephone number of the surveyor;
- d. Legal Description(s) of the subject property prior to the boundary line adjustment and after the lot line(s) have been adjusted;
- e. The names, addresses, and tax identification numbers of the owners of record of property contiguous to the proposed BLA; however, the final recorded BLA shall only contain the tax identification numbers of the owners of record of property contiguous to the proposed BLA;
- f. Date, scale, and north arrow;
- g. Names, locations, widths, and dimensions of abutting streets, alleys or easements;
- h. All existing lots, tracts, parcels, right of ways and easements shown in light or medium line weights using various dashed line types;
- i. Recording number and brief description of any easements, maintenance agreements, covenants, restrictions, ect. affecting the subject property.
- j. Final lots shown with heavy line weights and solid lines, with lot designations and areas in square feet;
- k. Clearly label lines subject to being adjusted as New Line, Old Line or Line to be removed (in the case of a combination).
- l. Addresses for each lot;
- m. Location, dimensions and square footage of existing structures with dimensioned distances to property lines;
- n. Location of all existing utilities and driveways;
- o. Location of existing conditions (such as wetlands, steep slopes) and their associated buffers on or adjacent to the site that could hinder development;
- p. The location of all wells and septic systems located on or near the project site;
- q. Reservations, restrictive covenants, easements, description of any areas to be dedicated to public use with notes stating their purpose, and any limitations, and identifying the grantee and if the grantee is the City, a statement of provisions reserving, granting and/or conveying the area with a description of the rights and purposes;
- r. Location of all interior permanent control monuments per State surveying standards;
- s. Verification that permanent markers are set at corners of the proposed lots;
- t. Statement of discrepancies, if any, between bearings and distances of record and those measured or calculated;
- u. Surveyor's testament, stamp and signature;
- v. Certification by a State of Washington licensed land surveyor that a survey has been made and that monuments and stakes have been set;
- w. Owner's Declaration signed and acknowledged before a notary public by all parties having ownership interest in the lands to be adjusted, and,
- x. Signature and date line(s) for the Public Works Director.

**BOUNDARY LINE ADJUSTMENT MAP, CONTINUED**

**ADDITIONAL SIGNATURE BLOCKS TO BE INCLUDED ON THE BOUNDARY LINE ADJUSTMENT MAP:**

**OWNER'S DECLARATION:**

KNOW ALL PEOPLE BY THESE PRESENTS that we, the undersigned owners of the land herein described, do hereby make a boundary line adjustment thereof pursuant to Title 16.36 Boundary Line Adjustment of the Mount Vernon Municipal Code, and declare this document to be the graphic representation of the same, and that said adjustment is made with the free consent and in accordance with the desire of the owners.

The undersigned further acknowledge that the approval and recording of this document does not establish new title lines. FURTHER we have also been notified to execute and record deeds with the County Auditor to convey all title interest consistent with this boundary line adjustment.

In witness whereof we set our hands and seals.

\_\_\_\_\_  
Owner's Name

**CALCULATIONS, SURVEY OR LOT CLOSURES**

A compilation prepared by a State of Washington licensed land surveyor clearly indicating the dimensions of the boundaries and the closures for each lot or parcel in the boundary line adjustment; an approved printed computer plot closure or demonstrated mathematical plot closure on all lots.

**TRANSFER DEEDS**

A transfer deed is the legal document for conveying ownership of real property. This document must include the legal description of the property to be conveyed. The transfer deed must include the following approval statement with block for the Public Works Director's signature and date:

The above described property will be combined or aggregated with contiguous property owned by the Grantee. This boundary line adjustment is hereby approved.

\_\_\_\_\_  
Public Works Director

\_\_\_\_\_  
Dated

**OTHER ITEMS**

**TITLE REPORT**

A document prepared by a title insurance company documenting the ownership and title of all interested parties in the plat, subdivision, dedication, development or action that lists all encumbrances. The certificate or report shall be dated within 30 days prior to the submittal of a permit to the City. An updated certificate or report dated within 30 days before final plat approval is also necessary. **COPIES OF ALL THE ENCUMBRANCES LISTED WITHIN THE CERTIFICATE OR REPORT SHALL BE PROVIDED.**

**ELECTRONIC COPIES OF ALL SUBMITTED MATERIALS COMPLYING WITH THE CITY'S REQUIREMENTS FOR ELECTRONIC SUBMITTALS**

**FEES**

Application fees must be paid when an application is submitted to the City.