



Boundary Line Adjustment Application

How do I apply for a Boundary Line Adjustment?

After you have completed all applicable application materials you may submit the application to the Subdivision Counter Monday through Friday between 8:30 AM and 12 Noon. The applications will be taken in at the front counter and considered vested upon receipt of the applicable fees and a Determination of Completeness letter has been issued or as provided for in WCC 2.33.050(H).

Boundary Line Adjustment Processing Sequence

- 1) Once the application and fees are submitted, staff will review the project and if all items have been submitted a Determination of Completeness letter will be issued to the applicant or as provided for in WCC 2.33.050(H). In addition, the project will be routed to the **TECHNICAL REVIEW COMMITTEE** (engineering, critical areas, shorelines, and the Health Department), as applicable.
- 2) When the basic requirements of WCC 21.03.060 appear to be reasonably satisfied, the Technical Review Committee will issue a **NOTICE OF PRELIMINARY APPROVAL** pursuant to WCC 21.03.060(1) (c). This authorizes you to prepare your deed(s) and/or maps.
- 3) If there are still items that need to be addressed by the applicant the Technical Review Committee will issue a **NOTICE OF ADDITIONAL REQUIREMENTS** (NOAR). The applicant shall have 180 days from issuance of the NOAR to submit requested items.
- 4) A Boundary Line Adjustment is not considered approved until certified legal descriptions of the area to be conveyed and a final boundary line map, prepared by a surveyor have been stamped as exempt by Whatcom County PDS **AND** filed for record with the Whatcom County Auditor. The instrument of conveyance or deed and map must be stamped and recorded within **TWELVE MONTHS** of pre-approval by the Whatcom County PDS.
- 5) Failure to record the Boundary Line Adjustment within twelve months of approval results in an expired application and must be resubmitted for review and approval (WCC 21.03.060).

WHATCOM COUNTY
Planning & Development Services
5280 Northwest Drive,
Bellingham, WA 98226-9013
360-676-6907, TTY 800-833-6384
360-738-2525 Fax



J.E. "Sam" Ryan
Director

Application for Boundary Line Adjustment
(Lot Line Adjustment)

File #Exe: _____ Date _____

Applicant

Name _____ Phone _____

Mailing Address _____ City _____

State _____ Zip _____ Email _____

Contact

Name _____ Phone _____

Mailing Address _____ City _____

State _____ Zip _____ Email _____

Parcels Being Adjusted

Parcel (A) Assessor's Parcel Tax Number _____

Current Zoning _____

Size (Prior To Adjustment) _____ (After Adjustment) _____

Site Address _____

Legal Property Owner(s) _____ Phone _____

Mailing Address _____ City _____

State _____ Zip _____ Email _____

Parcel (B) Assessor's Parcel Tax Number _____

Current Zoning _____

Size (Prior To Adjustment) _____ (After Adjustment) _____

Site Address _____

Legal Property Owner(s) _____ Phone _____

Mailing Address _____ City _____

State _____ Zip _____ Email _____

Parcel (C) Assessor's Parcel Tax Number _____

Current Zoning _____

Size (Prior To Adjustment) _____ (After Adjustment) _____

Site Address _____

Legal Property Owner(s) _____ Phone _____

Mailing Address _____ City _____

State _____ Zip _____ Email _____

Please use additional paper if there are more than 3 parcels involved.

Water Source & Sewage Disposal Method for:

Lot 1: _____

Lot 2: _____

Lot 3: _____

Watershed Yes No If so, which watershed _____

Shoreline Yes No Platted Yes No

Will any road be altered, vacated, or dedicated? Yes No

Will any new access (ingress/egress) to a public right-of-way be created?
 Yes No

Are there any structures on any of the properties involved in the boundary line adjustment?

Yes No

I/we _____ hereby certify that the above statements and the information contained in any papers or plans submitted herewith are true and accurate to the best of my knowledge.

Signature of Applicant/Owner

Date

Signature of Applicant/Owner

Date

Signature of Applicant/Owner

Date

Signature of Applicant/Owner

Date



Materials Required Prior To Submittal

Applicant
 Checklist

PDS
 Checklist

1. Written Data and Fees- **Six (6) sets** of the information (listed below) shall be submitted- **unless otherwise indicated.**

Application which shall contain:

- a) Name, address and phone number of land owner, applicant, and contact person
- b) Intended Uses
- c) A current title report or update of title report issued no more than 60 calendar days prior to application
- d) An [Endangered Species Act \(ESA\) Checklist](#) will be required to be filled out and submitted for any development permit located within the following areas:
 - ◆ The FEMA designated floodplain and/or floodway
 - ◆ The Riparian Buffer Zone (RBZ) as described by the Department of Natural Resources 2007 stream typing system and WDFW's 1997 stream buffer guidelines
 - ◆ Channel Migration Zone (CMZ) plus 50' as identified according to Department of Ecology 2003**(3 Copies)**
- e) Assessor's parcel numbers of existing parcels
- f) Fees as specified in the Unified Fee Schedule
- g) Signature of all owners as shown on Title report, and authorization for any agent to act on behalf of owners

2. Map Data

- a) Names of land owners
- b) Name of proposed Boundary Adjustment
- c) Common language description of the general location of the land division
- d) Map at a common engineering scale of boundaries of existing parcels that are contributing to or receiving land from the proposed adjustment
- e) Appropriate location and labeling of any disputed or undetermined property lines proposing to be resolved by the adjustment
- f) Clear depiction of property lines proposed for adjustment which identifies existing property lines and proposed property lines
- g) Legal description and area of original parcels

- h) Legal description and area of proposed adjusted parcels
- i) Approximate location and names of existing roads identified as either public or private
- j) Approximate location of existing buildings and existing on-site septic systems and wells
- k) Approximate locations of existing utilities and infrastructure
- l) Vicinity map
- m) Common engineering map scale/north arrow/sheet numbers (on each sheet containing a map)
- n) Section, township, range, and municipal and county lines in the vicinity
- o) General boundaries of the site with general dimensions shown
- p) If the proposed Boundary Line Adjustment is located in the Agricultural zone and the proposed farmstead site exceeds 1 acre in size, provide written evidence that the proposal fulfills the requirements of WCC 20.40.252



Lot of Record Application

What is a Lot of Record?

WCC 20.97.220 defines "Lot of Record" as "a lot which is described by final plat, short plat, or metes and bounds and is established pursuant to applicable local and state regulations at the date a legal instrument creating the lot is recorded at the Whatcom County auditor's office."

Note: "Lot of Record" is in no way synonymous with "buildable lot", it just means that it was legally created/subdivided.

Note: A COMPLETE DEED HISTORY and CORRESPONDING MAP must accompany this application. You may obtain a deed history of your property from any local title company. Use an Assessor's parcel map from the PDS office (You will need to know your Section, Township, and Range) to show the parent parcel and subsequent division/creation of your lot. Color-code the map, deeds and deed list. Do this by showing the pre- 1972 parcel as one color and each subsequent division or alteration with a different color, both on the map, on the deeds and on the deed history chronology on page three. Depending on the complexity of the deed history, you may need professional assistance to do this.

File # (PDS will assign) _____ Date _____

| | | | |
|--------------------------------------|-----------|-------------|--|
| Applicant Name _____ | | Phone _____ | |
| Address _____ | | City _____ | |
| State _____ | Zip _____ | Email _____ | |
| Contact Name _____ | | Phone _____ | |
| Address _____ | | City _____ | |
| State _____ | Zip _____ | Email _____ | |
| Property Owners(s) Name _____ | | Phone _____ | |
| Address _____ | | City _____ | |
| State _____ | Zip _____ | Email _____ | |

Site address (if any) or nearest public road _____

Assessor Tax parcel number(s) _____

Acreage/square footage _____ Current Zoning _____

Current use: Vacant Residential Agriculture Other _____

When was the parcel created in its current configuration? _____
(Check deed history)

Have there been any subsequent boundary line adjustments, vacations, dedications, foreclosures, etc.? Yes No
(If yes, please show on map with corresponding auditor's file numbers)

Is it a platted parcel? Yes No

If yes, name of plat _____

Has the property ever been surveyed? Yes No If so when? _____

(Please include record of survey with application) AF# _____

Does the owner of this parcel own any contiguous property? Yes No
(If yes, please show on map)

Is the parcel located in the Lake Whatcom or Lake Samish watershed, or other water resource protection overlay district? Yes No

Is the parcel subject to any county conditional use permit? Yes No
If yes, CUP # _____

Is the parcel subject to a Forest Practice Application (FPA) from the State Department of Natural Resources? Yes No
(If so, please submit a copy of the application with your completed lot of record application)

Is the parcel within 330 feet of an area designated as mineral resource land, and/or within 660 feet of a pipeline, and/or within one-half mile of land that is designated forestry, and/or land upon which agricultural operations are being conducted? Yes No
(If yes which?) _____

Please list any current county, state, or federal permits affecting the subject property

How many dwelling units (residences) are on the property? _____
(Show on map)

Are there any other structures (barns, shops, sheds, garages, etc.) on the property?
 Yes No (If so, show on map)

Water source _____

Sewage disposal method _____



DEED HISTORY

List deeds from oldest to most recent.
Color-code your section map, deeds and deed list.

Auditor's File Number (AF#), Grantor and Grantee of Pre-1970 Parent Parcel:

Auditor's File# _____ Date: _____
Grantor (From) _____ Grantee (To) _____

**AF# of Subsequent Conveyances, Adjustments or Divisions:
(You May Need To Include Additional Pages)**

Auditor's File# _____ Date: _____
Grantor (From) _____ Grantee (To) _____

Auditor's File# _____ Date: _____
Grantor (From) _____ Grantee (To) _____

Auditor's File# _____ Date: _____
Grantor (From) _____ Grantee (To) _____

Auditor's File# _____ Date: _____
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Fee Responsibility

Venue and Jurisdiction: The parties hereto recognize and agree that the venue of any action involving their rights or obligations related to this application shall be in Whatcom County, and the parties' rights and obligations hereunder shall be determined, in accordance with the laws of the State of Washington.

Fee Guaranty: Notwithstanding that this application has been submitted in the name of a company, I personally guarantee payment of fees accrued according to the terms listed in the Whatcom County Unified Fee Schedule and that my personal guarantee is part of the consideration for review of the application.

I/we, _____, hereby certify that the above statements and the information contained in any papers or plans submitted herewith are true and accurate to the best of my knowledge, and that the list of surrounding property owners is complete and current.

Signature of Applicant

Date

Signature of Owner

Date

I certify that I know or have satisfactory evidence that _____
is/are the person(s) who appeared before me, and said person(s) acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Dated _____

Notary Signature: _____

Printed Name: _____

Notary Public in and for the State of Washington

Residing at _____

My appointment expires: ____/____/____

Application received by: _____

Date: _____

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Agent Authorization

If you are authorizing an agent to apply for permits on your behalf you must complete this form, which will provide authorization for a designated agent to apply for permits on your behalf. This form is required for the protection of the property owner. Planning and Development Services will not accept an application that is not either signed by all property owners or accompanied by this form.

I/we, _____, the owner(s) of the subject property, understand that by completing this form I hereby authorize _____ to act as my agent. I understand that said agent will be authorized to submit applications on my behalf. I also understand that once an application has been submitted that all future correspondence will be directed to the agent.

Property Owner(s) Printed Name

Date

Property Owner(s) Signature

Date

I certify that I know or have satisfactory evidence that _____ is/are the person(s) who appeared before me, and said person(s) acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Dated _____

Notary Signature: _____

Printed Name: _____

Notary Public in and for the State of Washington

Residing at _____

My appointment expires: ____/____/____

Application received by _____

Date _____