



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.

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. 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) (b). This authorizes you to prepare your deed 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 (21.03.060).

WHATCOM COUNTY
Planning & Development Services
5280 Northwest Drive,
Bellingham, WA 98226-9097
360-676-6907, TTY 800-833-6384
360-738-2525 Fax



David Stalheim
Director

J.E. "Sam" Ryan
Assistant Director

**Application for Boundary Line Adjustment
(Lot Line Adjustment)**

File #Exe: _____ Applicant: _____ Date: _____

Contact Person: _____ Phone: () _____

Mailing Address: _____ City: _____ State: _____

Zip: _____ E-Mail: _____ Fax: () _____

Parcels Being Adjusted

A. Assessor's Parcel (Tax) Number: _____ Current Zoning: _____

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

Site Address: _____

Legal Property Owner(s): _____

Mailing Address: _____ City: _____ State: _____

Zip: _____ E-Mail: _____ Fax: () _____

B. Assessor's Parcel (Tax) Number: _____ Current Zoning: _____

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

Site Address: _____

Legal Property Owner(s): _____

Mailing Address: _____ City: _____ State: _____

Zip: _____ E-Mail: _____ Fax: () _____

C. Assessor's Parcel (Tax) Number: _____ Current Zoning: _____

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

Site Address: _____

Legal Property Owner(s): _____

Mailing Address: _____ City: _____ State: _____

Zip: _____ E-Mail: _____ Fax: () _____

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

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 _____

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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

Signature of Owner

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

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: _____



Materials Required Prior To Submittal

Applicant Checklist		PDS Checklist
_____	1. Written Data and Fees	_____
_____	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	_____
_____	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

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LOT OF RECORD CONFIRMATION

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: _____

1. Applicant: _____

2. Contact Person: _____

3. Address: _____ City _____

State _____ Zip _____ Phone () _____ - _____

Fax () _____ - _____ e-mail _____

4. Legal Property Owners(s) _____

Address _____ City _____

State _____ Zip _____ Phone () _____ - _____

5. Site address (if any) or nearest public road: _____

6. Tax parcel number(s): _____

7. Acreage/square footage: _____
8. Current zoning: _____
9. Current use: vacant, residential, agriculture, other: _____
10. When was the parcel created _____
(in its current configuration- check deed history)?
11. 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)
12. Is it a platted parcel? Yes _____ No _____
If yes, name of plat: _____
13. Has the property ever been surveyed? Yes _____ No _____
If so when? _____ (please include record of survey with application).
AF# _____
14. Does the owner of this parcel own any contiguous property?
Yes _____ No _____
(If yes, please show on map)
15. Is the parcel located in the Lake Whatcom or Lake Samish watersheds, or other water resource protection overlay district? Yes _____ No _____
16. Is the parcel subject to any county conditional use permit?
Yes _____ No _____
If yes, CUP# _____
17. 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)
18. 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 (which?) _____ No _____

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

20. How many dwelling units (residences) are on the property? _____
(show on map)

21. Are there any other structures (barns, shops, sheds, garages, etc.) on the property? (show on map)

22. Water source: _____

23. 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) _____

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

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

YOU MAY USE THIS SECTION TO DESCRIBE HOW YOUR PARCEL WAS CREATED.

For example:

"Farmer Jones bought 40 acres from Grandpa Smith in 1964 with a deed filed under auditor's file number (AF#) 1234567. Farmer Jones sold 20 of the 40 acres to Cousin Bill in 1976 with AF# 93872980. Bill later divided 5 acres off to give to his daughter in 1998..."
