



CITY OF ABERDEEN
Community Development Department

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BOUNDARY LINE ADJUSTMENT APPLICATION

The purpose of a Boundary Line Adjustment is to accommodate a transfer of land between adjacent separate lots in order to correct property line or setback encroachments, create better lot design or improve access without creating substantial lots, or setback requirements. Boundary Line Adjustments cannot create additional building lots. The property owner will be responsible for obtaining new legal descriptions that will be created from the new boundary lines.

The following information is required in order to review and process Boundary Line Adjustments in a timely manner:

- 1) **Deeds:** Attach a copy of proof of ownership (deeds, sale documents, property tax form, etc) for each lot involved in the Boundary Line Adjustment. Only one document showing proof is required.
- 2) **Completed Application Page:** Fill in all of the information below for each lot, including existing legal description(s), proposed legal description(s) and have each owner (if different) sign the form.
- 3) **Map Page:** Please upload and attached to this application a map page drawn to an engineering scale with a north arrow, including the following information):
 - a) Dimensions of all existing lots and any proposed new lots, if applicable.
 - b) Adjacent street names and locations.
 - c) Existing or proposed easements for access, drainage and/or utilities.
 - d) Existing structures and distances to property lines.
 - e) Proposed structures and distances to property lines.
 - f) Identify parcels as Lot 1, Lot 2, etc., so they match the legal description of the property, If you do not know the legal description, Grays Harbor County Assessor's office has that information. They can be reached at 360.249.4121 or by linking to http://www.co.grays-harbor.wa.us/government/treasurer/parcel_search.php
 - g) Existing well, septic tanks and/or drainages; distances to property lines, if applicable.
- 4) **Taxes:** All property taxes need to be paid in full for the entire year. (This is a Grays Harbor County requirement for recording. The application will not be considered complete until the taxes are paid in full.)
- 5) **Application Fee:** There is a fee of \$505.00. The application will not be reviewed nor considered complete until the fee is paid and all required documents are received. *Please see note.*

The Review Process: Boundary Line Adjustment requests will be reviewed for compliance with zoning, public works and building codes. Any Boundary Line Adjustment requests that create lots that are not buildable or setback that are not sufficient under these departments will not be granted.

Please provide the following information for each property owner. Each property owner needs to sign the page which certifies that the information furnished is true and correct to the best of their knowledge.

APPLICATION PAGE

Property Owner-Lot 1:

Parcel Number:

Situs Address:

Existing Legal Description:

Proposed Legal Description (attach an additional page if necessary:

Owner Name:

Owner Mailing Address:

Email:

Phone:

Owner Signature:

Date:

Property Owner-Lot 2:

Parcel Number:

Situs Address:

Existing Legal Description:

Proposed Legal Description (attach an additional page if necessary:

Owner Name:

**Owner Mailing
Address:**

Email:

Phone:

Owner Signature:

Date:

Property Owner-Lot 3:

Parcel Number:

Situs Address:

**Existing Legal
Description:**

**Proposed Legal
Description (attach an
additional page if
necessary:**

Owner Name:

**Owner Mailing
Address:**

Email:

Phone:

Owner Signature:

Date:

Property Owner-Lot 4:

Parcel Number:

Situs Address:

**Existing Legal
Description:**

**Proposed Legal
Description (attach an
additional page if
necessary:**

Owner Name:

Owner Mailing Address:

Email:

Phone:

Owner Signature:

Date:

Property Owner-Lot 5:

Parcel Number:

Situs Address:

Existing Legal Description:

Proposed Legal Description (attach an additional page if necessary:

Owner Name:

Owner Mailing Address:

Email:

Phone:

Owner Signature:

Date:

By signing the above I hereby certify that I have familiarized myself with the rules and regulations with respect to preparing and filing this application and that the above statements and those contained in any papers or plans submitted herewith are true to the best of my knowledge.

Certificate of Approval: Pursuant to the authority granted under the provisions of Aberdeen City Code Chapters 16.08.020.D and 16.08.030, the Boundary Line Adjustment has been found to be in compliance with minimum zoning, public works and building regulations and that this adjustment will not either adversely affect access, easements, septic and drain fields or create a new lot reduced in size below the minimum square footage required by the zone in which it is located. This adjustment does not constitute an assurance that newly configured lot(s) can be built upon subdivided in the future. This certificate of Approval and Supplemental Declaration of Short Subdivision shall be effective upon filing for recording with the Grays Harbor County Auditor's Office.

City Engineer

Date

City Planner

Date