



BOUNDARY LINE ADJUSTMENT (BLA)

PURPOSE: 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 **can not** 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.

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

COMPLETE APPLICATION REQUIRED: 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.

APPLICATION REVIEW: Applicants are required to bring one copy of the application package for informal review by staff prior to formal application and fee payment to ensure the application is complete. This should be done prior to making the requested number of copies. Please call the CEDD to arrange a convenient time.

APPLICATION MATERIALS FOR BOUNDARY LINE ADJUSTMENT:

Check when Received:	Submittal Item:	Number of Copies:	Item Waived:
<input type="checkbox"/>	<p>Fees Application fees must be paid when an application is submitted to the CEDD. The total fee amount will be determined at the pre-submittal meeting with staff.</p>		
<input type="checkbox"/>	<p>Master Land Use Form A form 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. Contractor's information shall be provided on this form (if known), along with 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. This form is provided by the CEDD to applicants.</p>	1	
<input type="checkbox"/>	<p>Assessor's Map Showing Site and Surrounding Area A map obtained from the Skagit County Assessor's office identifying the subject site illustrating all property within 300 feet of the subject site.</p>	2	
<input type="checkbox"/>	<p>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:</p> <ol style="list-style-type: none"> a. A title block that contains the following items; The name of the proposed BLA, Provision for the City land use number, (i.e. PL _-__) 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; 	3	

	<ul style="list-style-type: none"> 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. 		
<input type="checkbox"/>	<p>Calculations, Survey or Lot Closures</p> <p>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.</p>	2	
<input type="checkbox"/>	<p>CC&Rs – Existing</p> <p>The recorded limitation on property, or assignment of responsibility, which may be set forth in the property deed and/or identified in a title report.</p>	1	
<input type="checkbox"/>	<p>Legal Descriptions</p> <p>Three different legal descriptions are required, as follows:</p> <ol style="list-style-type: none"> 1. Existing legal descriptions: shall bear the signature of a licensed land surveyor, attesting to the accuracy of the legal descriptions (existing deeds may be acceptable). 2. Proposed legal description for property to be conveyed: shall bear the signature of a licensed land surveyor, attesting to the accuracy of the legal description. 3. Proposed legal descriptions: shall include resulting legal description for all properties after the transfer property has been combined and aggregated with adjacent property as proposed. 	2	
<input type="checkbox"/>	<p>Transfer deeds</p> <p>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:</p> <p>The above described property will be combined or aggregated with contiguous property owned by the Grantee. This boundary line adjustment is hereby approved.</p> <p>_____ Dated _____ Public Works Director</p>	2	
<input type="checkbox"/>	<p>Easements – Existing</p> <p>A recorded document by the property owner granting one or more privileges to use the owner’s land to and/or for the use by the public, a corporation or another person or entity. Easements may be referenced by property deed and are identified in the property title report.</p>	1	
<input type="checkbox"/>	<p>Legal Description, electronic Copy in MS Word Format</p>	1	
<input type="checkbox"/>	<p>Project Narrative</p> <p>A clear and concise description and summary of a proposed project, including:</p> <ol style="list-style-type: none"> a. Project name, size and location of site; a. Zoning and Comprehensive Plan designations of the site and adjacent properties; b. Current use of the site and any existing improvements; c. Special site features (i.e., wetlands, water bodies, steep slopes, or other critical areas); and a description of the buffers that will be required for each feature; 	2	

	d. Proposed use of the property and scope of the proposed development (i.e., height, square footage, lot coverage, parking, access, etc.).		
<input type="checkbox"/>	Title Report or Plat Certificate 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. Copies of all the encumbrances listed within the certificate or report shall be provided.	1	

GENERAL PROCESS: Once all of the materials outlined above have been submitted to the CEDD staff will determine whether or not an application is technically complete. A letter will be sent to the applicant if the submittal is found to be technically incomplete and what additional items need to be submitted, or what corrections are needed to make the application complete.

A BLA is processed administratively; meaning, the application will be reviewed, and either approved or disapproved by the Public Works Director.

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.

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

CITY PUBLIC WORKS DIRECTOR:

This boundary line adjustment map has been reviewed and is hereby approved this ____ day of _____, 20__.

Public Works Director