



City of Washougal
Boundary Line Adjustment Application

Community Development - Planning
1701 C Street
Washougal, WA 98671
(360) 835-8501 • Fax (360) 835-8808
www.cityofwashougal.us

For City Use Only:

BLA: _____

Fee: _____

Paid: _____

SUBMIT THIS APPLICATION TO THE PLANNING DEPARTMENT

BRIEF DESCRIPTION OF BOUNDARY LINE ADJUSTMENT:

APPLICANT:

Name Phone E-mail

Address City State Zip

PROPERTY OWNER (list multiple owners separately)

Name Phone E-mail

Address City State Zip

CONTACT (if different than the APPLICANT)

Name Phone E-mail

Address City State Zip

LOCATION OF PROJECT:

Site Address: _____ **Cross Street:** _____

Located in the _____ **1/4 of Sec:** _____ **Township:** _____ **Range:** _____

Serial #s of parcels included: _____

Comp Plan Designation: _____ **Zoning Designation:** _____

Overlay Zone(s): _____ **Total Acreage of Original parcel(s):** _____

AUTHORIZATION

The undersigned hereby certifies that all information submitted with this application is complete and correct. I understand that any errors and/or omissions may lengthen the time to process the request. **The information on and accompanied by this application is certified by me to be true and correct under penalty of perjury by the laws of the State of Washington.**

In addition, my signature below also grants permission for city staff to access or enter the subject property to examine the site.

Authorized Signature (**Letter of authorization required if other than property owner**) Date

Boundary Line Adjustment Application Instructions

"Boundary Line Adjustment" Defined:

A boundary line adjustment (BLA) is the adjustment of property boundary lines which does not create any additional lot, tract, parcel, site, or division nor create any lot, tract, parcel, site or division which contains insufficient area and dimension to meet minimum requirements of the zoning code or a building site.

Purpose:

The City of Washougal requires all boundary line adjustments to be reviewed to ensure compliance with State and City code (See WMC 17.44.030).

Procedure:

Upon receipt of an application for a Boundary Line Adjustment, the Community Development Department will:

1. Within twenty eight (28) calendar days of submittal, the director, or designee, shall determine if the application is **Technically Complete** and shall send the applicant a letter stating such or identifying what additional information is requirement to make it technically complete.
2. The director shall approve, approve with conditions, or deny the application within 28 calendar days after the date the application was accepted as technically complete; provided, that an applicant may agree in writing to extend the time in which the director shall issue a decision. Time spent by the applicant to revise plans or provide additional studies or materials requested by the City shall not be included in the 28-day period.
3. The decision may be appealed, by applicants or parties of record, or any person aggrieved by the interpretation or approval, to the hearing examiner, within 14 calendar days after issuance of the notice of the decision or after other notice that the decision has been made and is appealable. New evidence can be introduced and new issues can be raised before the hearing examiner and the examiner shall make an independent decision based on all of the evidence in the whole record.

Boundary Line Adjustment Submittal Requirements

The following checklist identifies information to be included with the application. **All** items must be submitted, and or addressed before the application will be considered Technically Complete.

APPLICATION FORM:

The application form shall be completed and original signed in ink by the owner(s) of record or their authorized representative. If signed by an authorized representative, a letter of authorization signed by the owner of record identifying the authorized representative to act on their behalf shall accompany the application.

FULL SIZE ¼ SECTION MAP:

The map shall have the subject parcels identified. Maps can be obtained from Clark County GIS who can be reached at (360) 397-2391 ext. 4641 or e-mail at themapstore@clark.wa.gov.

SITE PLAN SHOWING EXISTING CONDITIONS:

- Layout and dimensions of parcels drawn to scale (minimum 8.5 x 11);
- North arrow, scale and date;
- Area of existing sites in square feet;
- Location of all existing buildings/structures, electric lines, gas lines, water lines, sewer lines and other similar utilities on site and their distance in feet from all property lines;
- Public or private roads and their dimensions and location.
- Private road and utility easements and their dimensions and location.

SITE PLAN SHOWING PROPOSED ADJUSTMENT:

- Layout and dimensions of parcels drawn to scale (minimum 8.5 x 11);
- North arrow, scale and date;
- Area of proposed sites in square feet;
- Location of all existing buildings/structures, electric lines, gas lines, water lines, sewer lines and other similar utilities on site and their distance in feet from all property lines;
- Public or private roads and their dimensions and location.
- Private road and utility easements and their dimensions and location.

NARRATIVE:

A narrative describing the proposed adjustment and what it is intended to accomplish.

APPLICATION FEE:

The applicable fee of **\$250.00** shall accompany the application.

CURRENT OWNERS DEED:

Deeds for property are available from a Title Company.

SALES HISTORY:

The sales history of each property since 1969 including copies of deeds and real estate contracts shall be provided. Any segregation requests and/or previous surveys should also be included.