



Community Development Department Boundary Line Adjustment Application

PO Box 777 • 323 N.E. First Street

Winlock, WA 98596-0777
360.785.3811 • fax 360.785.4378
winplan@cityofwinlock.com

<p>NOTICE:</p> <p><i>If the proposed property transfer creates an additional building lot, tract, parcel, building site or division or is otherwise subject to the requirements of a subdivision, is not in the public interest, or is not consistent with the Winlock Municipal Code or state law as defined under Chapter 58.17 RCW.</i></p> <p>The BLA Application will be DENIED</p>	<p>PRIOR TO RECORDING FINAL DOCUMENTS FOR THIS ACTIVITY, ALL PROPERTY TAXES, ASSESSMENTS AND RECORDING FEES MUST BE PAID</p>	<p><i>A Boundary Line Adjustment shall not create any additional building lot, tract, parcel, building site of division nor create any building lot, tract, parcel, building site, or division which contains insufficient area and dimension to meet minimum requirements for a building site, the portion being transferred shall be combined with the Grantee's parcel. All newly configured lots must comply with applicable standards for sewage disposal and provisions of water.</i></p> <p>Reference: Winlock Municipal Code Title 13 & Title 70 RCW.</p>
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GRANTOR/SELLER INFORMATION

Name(s): _____

Mailing Address: _____ City/St/Zip: _____

Phone #: _____ Email: _____

GRANTEE/PURCHASER INFORMATION

Name(s): _____

Mailing Address: _____ City/St/Zip: _____

Phone #: _____ Email: _____

SURVEYOR or CONTRACTOR INFORMATION

Name(s): _____

Mailing Address: _____ City/St/Zip: _____

Phone #: _____ Email: _____

PROPERTY INFORMATION

Parcel Number(s): _____ Zoning: _____

Description: _____

Existing Water Supply: Public Water Private Well

Proposed Water Supply: Public Water Private Well

Existing Sewage Supply: Public Sewer Septic

Public Sewer Septic

How many lots are involved with the proposed Boundary Line Adjustment: _____

What is the existing size of each lot: _____

What is the proposed size of each lot: _____



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Are there any easements (access, utility, etc.) on the subject property that would be affected by the proposal? No Yes; If yes, explain and identify them on the map

Where any of the lots created by a subdivision? No Yes
If yes, what is the Auditor's File Number: _____ If yes, a subdivision/plat amendment may be required.

I understand that city regulations require owner permission for city personnel to enter private property to conduct permit processing, review, and inspections. I also understand that my failure to grant permission to enter may result in denial or withdrawal of an approval. By my signature below, permission is granted for representatives of the community development and public works department to enter and remain on and about the property for the sole purpose of processing permits and performing required inspections or reviews. Prior notification of the date of inspections will take place is: Required Not Required (_____) _____ (must provide phone number where applicant/representative can be reached).

I/we certify that all plans, specifications, and other submissions required in support of this application conform to the requirements of all federal, state, and local codes and applicable laws and ordinances; and I certify that I am either the current legal owner of this property or their authorized representative with this document, I take full responsibility for the lawful action that this document allows. I certify that I have read and understand the limitations and conditions of the Winlock Development Code and agree to comply with all conditions of approval. I understand that any permits issued by the City of Winlock, consistent with the attached site plan, are valid ONLY if construction is in accordance to this plan and all other conditions of the permit are followed. By my signature below, I affirm that all the information and documents provided with this application are true and accurate to the best of my knowledge.

Signature of Grantor/Seller

Date

Signature of Grantee/Purchaser

Date

Checklist for a Boundary Line Adjustment Application: *the following are required to be submitted for the review process to begin.*

- Completed Application:** *incomplete applications will not be accepted.*
- Completed Survey Map drawn by a Washington State Professional Land Surveyor (PLS)**
 - Original descriptions
 - Adjusted legal descriptions: *prepared and certified by land surveyor.*
- Documentation of a legal lot of record.**
- Application Fee**

The administrator will review the application and either approve or deny the application. If the Boundary Line Adjustment is exempt from subdivision regulations per Chapter 58.17 RCW and 3.220.010 WDC and the adjustment does not create any additional building lot, tract, parcel building site or division nor create any building lot, tract, parcel, building site, or division which contains insufficient area and dimension to meet minimum requirements for a building site, and the adjacent meets all other requirements and conditions of the Winlock Municipal Code and applicable state laws, the Administrator shall approve the application provided that the portion being transferred shall combine with the grantee's parcel.



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If the application is **approved**, the applicant shall submit a survey map, The map shall contain the following:

Boundary Line Adjustment Survey Map Requirements: *for electronic submittal, PDF from mapping program (preferred method). If hard copy, then one (1) copy of a map (18" x 24" survey) meeting all the requirements for recording by the Lewis County Auditor, to the Administrator for final approval with permanent black ink and meeting the requirements of WAC 332-130-050 and RCW 58.58.09.*

- A label identifying the map as a "Boundary Line Adjustment".
- Reference the Boundary Line Application number on the face of the map.
- Original legal description and adjusted legal description on the face of the map.
- A vicinity map, the date and north arrow.
- The names and addresses of the Grantor and Grantee.
- The boundary lines of the parcels prior to the BLA, clearly labeled (clear label as "old line" and use dash line type).
- The boundary lines of the parcels as adjusted by the BLA, clearly labeled with distance, and bearing (use bold line type).
- The acreage of the parcels proposed following the BLA.
- Identify by sequential letter each lot within the Boundary Line Adjustment.
- The location, width, and names of all existing streets, alleys, ingress, egress, or easements within or adjacent to the proposal, including, but not limited to, existing or proposed easements to provide access to each lot, and indication as to whether they are public or private and the Auditor's File Number.
- The location of existing structures, fences, buildings, and improvements within 25 feet of the boundary line(s) being altered.
- The location of natural features such as water bodies, rivers, steep slopes, and wetlands within 25 feet of the boundary line(s) being altered.
- The location of all water, sewer, other utility lines, wells, septic systems, including reserve areas.
- Survey maps shall also contain:
 - Name of professional land surveyor (PLS), stamp and signature of PLS.
 - Any monuments and markers of record, a minimum of two (2) corners must be set or found,
 - A signature block for the approved and signature of the Administrator, and the date signed,
 - Signaturer block for Lewis County Treasurer with a statement that property taxes for the parcel within this map have been paid and.
 - Signature block for the Lewis County Auditor.
- The following notice shall appear on the face of the BLA map.**
 - This Boundary Line Adjustment shall not create any additional building lot, tract, parcel, building site, or division nor create any building lot, tract, parcel, building site, or division, which contains insufficient area and dimension to meet minimum requirements for building site, the portion being transferred shall be combined with the Grantee's parcel. All newly configured lots must comply with applicable standards for sewage disposal and provisions of water contained in Title 23 WMC and Title 70 RCW.*
- The following statement and signature block with notary block for owner's signatures:**



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This Boundary Line Adjustment is requested and approved by the undersigned, who certify that they are the owners of the respective parcels identified in this Boundary Line Adjustment:

Grantor

Dated

Grantee

Dated

Recording of Approved Boundary Line Adjustment Map:

All costs associated with recording the final map shall be paid by the applicant. All property taxes and assessments shall be paid in full for the year in which the BLA map is recorded. Within 30 days of the final approval of a proposed Boundary Line Adjustment, the following need to be recorded at the Lewis County Auditor's Office:

- The final map
- New certified legal descriptions of all properties incorporated in the BLA.

Recording a Boundary Line Adjustment (BLA) map and other documents **does not** convey property from the grantor to the grantee, it only shows intent. The actual conveyance must be completed by recording deeds. If you are not familiar with the requirements for preparation of a quit claim, statutory warranty deed, or other legal means of conveyance of title and cannot execute same, you need to consult an attorney in order to make sure title is conveyed to the grantee for your protection and to ensure that title is conveyed. The City of Winlock will not provide deeds or help create deeds to transfer or convey the property.

Failure to record the final map and application within 60 days will nullify and make void the application and approval, at which time the application must be resubmitted as a new application. Following recording, a copy of the final map and all other documents shall be submitted to the Winlock Community Development Department.

Mortgage or Lien: If there is a mortgage or other lien on the title of the land being conveyed, you should contact the lender, mortgage holder, or lien holder regarding their legal rights and approval prior to execution of a BLA. You may want to contact an attorney regarding the appropriateness of a BLA if you are the grantor and your property is mortgaged.

FOR OFFICIAL USE ONLY

Date Application Received: _____ Date Completed Survey Map Received: _____ Received By: _____ Fee Amount: _____ Rct. #: _____ Date Paid: _____ <input type="checkbox"/> Approved Date: _____ BLA No.: _____ <input type="checkbox"/> Denied Date: _____ Denial Reason(s): _____ Administrator Signature: _____	Date Final Survey Map Received: _____ Received By: _____ Date Recording Documents Received: _____ Received By: _____ Notes/Comments: _____ _____
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