

BOUNDARY LINE ADJUSTMENT PROCEDURE OUTLINE

A boundary line adjustment (BLA) may be performed between owners of contiguous lots which are legally separate, as allowed by RCW 58.17.040(6).

The City of Oroville Building Inspector / Permit Administrator is administrator of this procedure. The administrator, or the administrator's designee, may approve boundary line adjustments under the following circumstances:

1. No new lots are created (i.e. if you start with two parcels, you must end with two parcels);
2. The character of the parcels are not substantially altered (i.e. if a lot has access to a body of water, a BLA may not be performed if the lot(s) loses its access to the water);
3. The new parcel configurations contain sufficient area and dimension to meet minimum requirements for width, area and zoning for a building site. A BLA between existing non-conforming lots shall not result in lots of greater non-conformity with the exception of lot areas (lot area reduction shall be the minimum necessary to accomplish the objective of BLA); and
4. The new parcel configuration does not result in loss of access to a public or private road. Access may be provided by easements noted on parcel deeds.

All BLA's will be reviewed on a case by case basis; conditions can vary greatly.

PROCESS:

1. Fill out the enclosed BLA form completely.
2. Return form and all attachments to the City of Oroville. At the time of application submittal, a **\$50.00** non-refundable fee must be paid to the City of Oroville. If you are writing a check, make payment to the City of Oroville. All applicants shall additionally pay to the city the actual costs of publication and mailing associated with the application or petition.
3. Permit Administrator reviews the application and notifies the applicant if the adjustment is approved or not.
4. Applicant files conveying document(s) (i.e. quit claim deed or corrected deed) AND records the approved Boundary Line Adjustment form with the Okanogan County Auditor (recording both sets of documents together helps simplify future references to the transaction). ***Please submit a copy of the documents to the City after recording.***
5. The Assessor's Office will not perform a BLA unless there is an approved BLA form filed with the conveying documents.

**CITY OF OROVILLE
BOUNDARY LINE ADJUSTMENT FORM**

PROPERTY OWNER(S) A

PROPERTY OWNER(S) B

PHONE: _____

PHONE: _____

NOTE: ALL PERSONS HOLDING A FINANCIAL INTEREST IN THE PROPERTY MUST BE LISTED. ATTACH ADDITIONAL PAGES IF NEEDED.

TAX PARCEL #: _____

TAX PARCEL #: _____

PRESENT LOT SIZE: _____

PRESENT LOT SIZE: _____

PROPOSED LOT SIZE: _____

PROPOSED LOT SIZE: _____

LOCATION OF PROPERTIES
(USE STREET ADDRESS, IF KNOWN): _____

ZONING DISTRICT: _____

TOWNSHIP: _____ RANGE: _____ SECTION: _____

PRESENT LEGAL DESCRIPTIONS: ATTACH LEGAL DESCRIPTIONS OF EACH EXISTING PROPERTY.

NEW LEGAL DESCRIPTIONS: ATTACH COPY OF CONVEYING DOCUMENT(S) (I.E. WARRANTY DEED, QUIT CLAIM, ETC.) ALONG WITH LEGAL DESCRIPTIONS FOR EACH NEW PROPERTY.

FOR CITY USE ONLY

FEE: _____ *DATE PAID:* _____ *RECEIPT #:* _____

DESCRIPTION ADEQUATE: _____

SITE PLAN ADEQUATE: _____

APPROVAL DATE: _____

**ACKNOWLEDGMENT AND AGREEMENT
AND
STATEMENT OF CONSENT AND WAIVER OF CLAIMS**

The owners of property described herein do acknowledge and hereby agree to hold the City of Oroville harmless in any cause of action arising out the boundary line adjustment or recordation of same. Furthermore, I (We), the owner(s) of all the property involved in this boundary adjustment, hereby consent to the adjustment of property lines as proposed in this application, dedicating to the use of the public forever all public property that is shown hereon, and I (We) hereby grant a waiver by myself (ourselves) of all claims for damages against any governmental authority which may be occasioned to the adjacent lands by the established construction, drainage and maintenance of public roads.

IN WITNESS WHEREOF, we have set our signature(s) this _____ day of _____, _____.

Owner

Owner

Owner

Owner

ACKNOWLEDGMENT

This is to certify on the _____ day of _____, _____, before me, the undersigned, personally appeared _____ to me known to be the person(s), who executed the foregoing statement of consent and waiver of claims and acknowledged to me that they signed the same as their free and voluntary act and deed for the uses and purposes therein mentioned. WITNESS my hand and official seal the day and year last above written.

Notary public in and for the State of Washington,

residing at _____

PERMIT ADMINISTRATOR APPROVAL:

This boundary line adjustment meets the requirements of RCW 58.17.040(6).

Administrator

Date

PERMIT ADMINISTRATOR DISAPPROVAL; REASON WHY:

Administrator

Date

Use the above space to provide a scale drawing showing existing property boundaries (Dashed Lines) and proposed property boundaries (Solid Lines). Also indicate existing improvements including houses, storage buildings, orchards, wells, etc. The signature and stamp of a Professional Land Surveyor or reference to a recorded survey is required unless an alternative method is approved by the administrator.
