



BLA # _____

City of Leavenworth
DEPARTMENT OF DEVELOPMENT SERVICES

BOUNDARY LINE ADJUSTMENT APPLICATION¹

This application must be filled out legibly, in black ink, either hand printed or typewritten

APPLICANT:

This party shall receive determinations and notices associated with this application, and shall be the City's point of contact for processing this application.

Last Name: _____ First Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

REQUIREMENTS

Applications which do not include all of the required information and fees may be returned to the applicant.

FEES²:

- Permit Fee (due at application submittal).....\$300.00
- OR**
- Lot line elimination / consolidation in single ownership.....\$150.00
- Staff Time (to be paid prior to recordation of BLA)\$50/hr³
- Recording Fees (to be paid at time of recordation to Chelan County Auditor)per Chelan County
- Revision to previously approved BLA.....50% original fee

GENERAL INFORMATION:

- A survey of the property is recommended to provide an accurate legal description and to precisely locate the property boundaries.
- Boundary Line Adjustments (BLAs) are subject to the requirements of Leavenworth Municipal Code (LMC) Chapter 17.04, and applications are reviewed for conformance with the LMC, including but not limited to, Titles 14, 15, 16, 17, 18 and 21⁴.
- All documents which are to be recorded must be on paper 8 ½-inches by 14-inches or less in size, have a minimum font size of 8 point, margins of at least 1-inch on all edges, and have a page number. Please ensure that any pages attached to the application forms found below (such as legal descriptions and maps) conform to this requirement. As documents may be added or removed from the application prior to recording, *please do not insert page numbers on the application forms*. Provide space within the required margins on any pages attached to the application forms found below so that page numbers may be inserted by the City.

¹ This application shall be subject to all additions to and changes in the laws, regulations and ordinances applicable to the proposed development until a determination of completeness has been made pursuant to LMC Chapter 21.07.

² Please note that fees are subject to change without notice. Check with the City of Leavenworth for current fees prior to submittal of your application.

³ In addition to the base fee, a charge of \$50 per hour will be assessed for each hour of staff time for reviewing the project, however, 50% of the base fee will be credited toward the total dollar amount of the staff hours billed to the applicant.

⁴ Applications for boundary line adjustment are processed pursuant to LMC 21.09.030 and are not subject to timelines associated with applications processed pursuant to other sections of the Code (NOC, NOA, NOD). This section is provided for internal staff time tracking purposes only and shall not be taken to indicate any particular deadlines or required timelines for recording of the BLA.

- Prior to recordation of the BLA, Chelan County requires that all taxes for the **current tax year** are paid on all parcels involved. Applicants will be required either to accompany City staff to record the BLA and pay taxes at that time, or to submit a receipt from the Chelan County Treasurer showing payment of taxes.
- A Plat Certificate (sometimes called a Subdivision Guarantee) is required to be submitted to the City with the application (see below). This document shows legal owners and any rights or encumbrances of the property. It may be helpful to have in preparation of your application and map(s) as it will show easements and other required items.
- If properties are to be conveyed between two (or more) separate property owners, tax affidavit forms and quit claim deeds (conveying documents) need to be prepared and submitted to the City prior to recordation. It is strongly recommended that an attorney draw up the deeds for that portion of property being transferred. These documents are to be recorded at the time the BLA is recorded, at the applicant's expense (Chelan County recording fees and excise taxes are applicable).
- It is recommended that legal descriptions and maps be prepared by a professional land surveyor, title officer, or attorney. A record of property deed does not verify the accuracy of legal descriptions contained in the deed. The new legal description shall bear the stamp (licensed surveyor) and signature of the person who prepared the description.
- **The Boundary Line Adjustment shall be subject to the following provisions:**
 - Shall not create any lot, tract, parcel, site, or division which contains insufficient area and dimensions to meet the minimum requirements for width and area for a building site (LMC 17.04.010).
 - Shall not create any additional lots, sites, tracts, or parcels (LMC 17.04.030(A)).
 - Shall not result in the entire relocation of lots, sites, tracts, or parcels from one area to another (lots may be reoriented) (LMC 17.04.030(B)).
 - Shall not violate or be inconsistent with any conditions of approval for a previously filed plat, short plat, or binding site plan (LMC 17.04.030(C)).
 - No lot shall be reconfigured or adjusted which would render access for vehicles, utilities, fire protection, or existing easements impractical to serve their purpose (LMC 17.04.030(D)).
 - Lots which do not contain the original dimensions and location as shown on the official plat or deed which would qualify them for "lot of record" status may be boundary line adjusted and developed pursuant to LMC 18.68.030 (LMC 17.04.030(E)).
 - No lot to result from the boundary line adjustment shall be smaller than the minimum lot size required by LMC Title 18, Zoning, in effect at the time the application is filed, except as follows: whenever any one or more lots involved in the proposed change are smaller than the allowable minimum size, the change may be approved so long as no resulting lot is smaller than the smallest of the existing lots (LMC 17.04.030(F)).
 - The boundary line adjustment process shall not be used to adjust easements, utilities, or other non-property line features (LMC 17.04.030(G)).
 - A boundary line adjustment approved by the City of Leavenworth is not to be construed as a statement as to the lots suitability for building purposes (LMC 17.04.030(H)).
- **All of the following materials must be submitted with this application.** Please mark next to each of the following items your acknowledgement that each item has been completed and attached to this application:
 - Completed application forms (see "Application Instructions");
 - Existing and new legal descriptions of properties. Attach copies of conveying documents, i.e. warranty deed, quit claim deed, etc. and specify source for legal descriptions;
 - Proof of legal access to all properties involved in the BLA. If the property fronts, or will front, a public road or street, indicate this on the application forms. If the BLA will result in a lot which cannot be accessed via an existing public road, an easement to provide access to the lot may be required. It is strongly recommended that an attorney or a licensed surveyor draw up the easement. The easement shall be recorded at the time of the BLA, at the applicant's expense (Chelan County recording fees and excise taxes are applicable). Proposed easements shall be submitted to the City for review prior to recordation of the BLA.

- ❑ A plat certificate issued within the preceding thirty (30) days that includes confirmation that the title to the lands as described and shown on said boundary line adjustment is vested in the owners whose names appear on the plat certificate and that includes any and all easements or restrictions affecting the property. If the properties involved in the BLA are owned by separate owners, a plat certificate will be required for each property.
- ❑ **A Scaled Map which shall include:**
 - Scale, Legend and North Arrow;
 - Location of lots - street address (if known), Assessor's Parcel Number, legal description, and section, township, range;
 - Existing and proposed property lines labeled "new line" and "old line." Existing lines to be removed shall be dashed, and proposed lines and lines to remain shall be solid;
 - Property/lot line dimensions (both existing and proposed) in feet;
 - All existing improvements including houses, buildings, roads, easements, utilities, etc and their dimensions. Show distances from improvements to property line(s);
 - Adjoining property within one hundred feet;
 - Present and proposed size of lots to be adjusted;
 - Zoning district(s) of properties.

APPLICATION INSTRUCTIONS:

Forms must be filled out legibly, in black ink, either hand printed or typewritten.

- **Fill out the first page of the application forms found below as follows - provide one page for each parcel of record which is included in the boundary line adjustment:**

1. **Property / Parcel / Lot** - provide the number (alphabetical is preferred, ie. A, B, C, etc) to correspond with your map.
2. **Property Owner Name and Address** – provide the name, mailing address and phone number of the owner of the lot. Please use the "Applicant" name from the first page of this document for Lot A. The property owner information provided for each lot needs to match the Plat Certificate information;
3. **Additional Names on Page** – if you need to use additional pages to provide information for multiple property owners, note where you have attached the information. Note that married persons can list both names on a single form.
4. **Primary Financial Interest Holder Name and Address** – provide name and address of the person, corporation or institution having primary financial interest in the property. This will be the person or entity shown on the plat certificate as having title to the estate or interest in the land;
5. **Additional Financial Interest Name and Address** – provide names and addresses of any additional parties having a financial, fiduciary or fee interest in the property, including those beneficiaries of financial interest, judgments and liens as stipulated within the plat certificate. This will often be a mortgage lender and may appear listed as an "exception" in the plat certificate. If more space is necessary, indicate "see attached page" in this space and provide additional pages as necessary;
6. **Abbreviated Legal Description** – provide the existing legal description of the lot. This information is found on, and will match, the property deed or plat certificate;
7. **Additional Legal Provided?** – if an attachment includes a full legal or an "existing legal" attached to "new legal" description, indicate where.
8. **Assessor's Parcel #** - provide the Chelan County Assessor's parcel number. This should be found on, and match, the property deed or plat certificate;
9. **Property Address** – provide the street address, if known;
10. **Present Lot Size** – provide the square footage of the lot;
11. **Proposed Lot Size** – provide the square footage of the proposed or "new" lots. For a lot consolidation, this will be the total area of all lots together for Lot A, and zero for all other lots;
12. **Zoning District** – provide the zoning designation. If the lot is bisected by multiple zone districts, list all that apply;

- **Provide as many pages of the form above as there are lots of record within the Boundary Line Adjustment PRIOR to consolidating. A "Lot of Record" means a legal lot established through plat activity. There may be multiple lots of record found within a tax assessor's lot.**
- **Fill out the second page of the application forms found below (Parcel/Site Information) as follows:**
 1. Check the appropriate box to show how the parcels involved in the BLA are legal lots of record;
 2. Provide the reason you are boundary line adjusting, for example to resolve a property line dispute or give a lot sufficient room to short plat. Be specific. Use additional pages as necessary.
 3. Structures and improvements must also be located on your map. You may indicate "see map" in this section, or you may list structures and improvements, or indicate "not applicable" if no structures or improvements exist. If there is not room on your map to include sizes, you may list them here.
 4. Easements must also appear on your map and should match the plat certificate. You may indicate "see map" in this section, or you may list easements, or indicate "not applicable" if no easements exist. Do not list proposed easements here.
 5. Identify wetlands and critical areas within 200-feet of the property to be boundary line adjusted;
 6. Provide a description of the current use of the site involved in the BLA, for example "a 1400 square-foot single family residence on existing Lot A, and a 1200 square-foot barn on existing Lot B". Indicate "yes" in the vacant field only if all of the property involved in the BLA is currently vacant;
 7. Indicate the name, if applicable, and type of road the property fronts on, or the access easement;
 8. Identify the source of water, existing or proposed, on the lot(s);
 9. Identify the source of sanitation, existing or proposed, on the lot(s);
 10. Identify the source of irrigation water (if applicable) existing on the lot(s);
- **Fill out the "Statement of Consent and Waiver of Claims" forms found below as follows (PLEASE NOTE the second form is only to be used by financial institutions or other interest holders who are not listed as the property owner and this form is NOT required in the case of a lot consolidation where no conveyance of property is proposed):**
 1. All persons having a financial, fiduciary or fee interest in the property, including those beneficiaries of financial interest, judgments and liens, as stipulated within the plat certificate are required to provide notarized signatures on the Statement of Consent and Waiver of Claims form.
 2. If the BLA includes properties owned by two (or more) separate property owners (or sets of owners) a separate Statement of Consent and Waiver of Claims form shall be required for each separate property and the appropriate Tax Parcel number shall be indicated on each form. If the BLA includes only properties owned by one owner (or set of owners), one form may be used as long as each separate individual having a financial interest in the property has his or her signature notarized.
 3. In the event that multiple individuals, corporations or institutions, or any combination thereof, including husband and wife, share joint ownership of, or have a financial interest in, a single property, then one or more forms may be used for each property - provided that each signature is notarized.
 4. In the event that a single person is to provide signature for a corporation or institution having financial interest in a property (use page five), such person shall have prepared, sign and have notarized a "Short-Form Representative Acknowledgment" form, in addition to the Statement of Consent and Waiver of Claims. Such forms are usually available through a Notary. Documentation showing signatory authority, such as articles of incorporation, may be required to be provided.
 5. The signature page(s) submitted with the application materials must be original, with signatures signed in black ink. |

City of Leavenworth
BOUNDARY LINE ADJUSTMENT APPLICATION

PROPERTY / PARCEL / LOT: _____
(PLEASE USE A, B, C, ETC)

**PROPERTY OWNER
NAME AND ADDRESS:**

PHONE: _____

ADDITIONAL NAMES ON PAGE: _____

**PRIMARY FINANCIAL INTEREST HOLDER NAME
AND ADDRESS:**

**ADDITIONAL FINANCIAL INTEREST NAME AND
ADDRESS:**

**ADDITIONAL FINANCIAL INTEREST NAME AND
ADDRESS:**

**ABBREVIATED LEGAL DESCRIPTION (I.E. LOT, BLOCK,
SUBDIVISION, OR SECTION, TOWNSHIP AND RANGE):**

ADDITIONAL LEGAL PROVIDED?: _____

ASSESSOR'S PARCEL #: _____

PROPERTY ADDRESS:

PRESENT LOT SIZE (SF): _____

PROPOSED LOT SIZE (SF): _____

ZONING DISTRICT: _____

PARCEL/SITE INFORMATION

1. Are subject properties legal lots of record? Identify:

- Short Plat # _____
- Major Plat # _____
- Boundary Line Adjustment prior to May 3, 1971 # _____

2. Please provide a narrative description of the proposed boundary line adjustment (what is the purpose of the BLA besides adjusting the boundary?): _____

3. Identify existing structures (including size) and improvements (septic systems, wells, driveways) on site(s): _____

4. Identify all easements (ingress, egress, water, power, septic, etc) on site(s): _____

5. Are there wetlands, water bodies, rivers, streams, springs, drainage ways, seeps, ponds, or steep slopes on the site or within 200-feet of the site?

- Yes
- No

If yes, identify: _____

6. What is the current use of the site? _____

Is property vacant? Yes No

7. Name of road(s) the property fronts on: _____

Identify the type of road:

- County Road
- Private Road
- Driveway
- City Street
- State/US Highway
- Access Easement

If access is via an easement, provide Auditor's File Number (AFN) or book and page: _____

8. Identify water source: Well Public/City

Identify purveyor/district: _____

9. Identify sanitation source: Septic Public/City

Identify purveyor/district: _____

10. Is irrigation water available? Yes No

Identify purveyor/district: _____

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**STATEMENT OF CONSENT AND WAIVER OF CLAIMS FOR BOUNDARY LINE ADJUSTMENT
FOR FINANCIAL INSTITUTIONS OR OTHER PERSONS HAVING AN FINANCIAL/FIDUCIARY OR FEE
INTEREST FOR PROPERTY LISTED BELOW**

PROPERTY OWNER(S) _____

PROPERTY ADDRESS _____

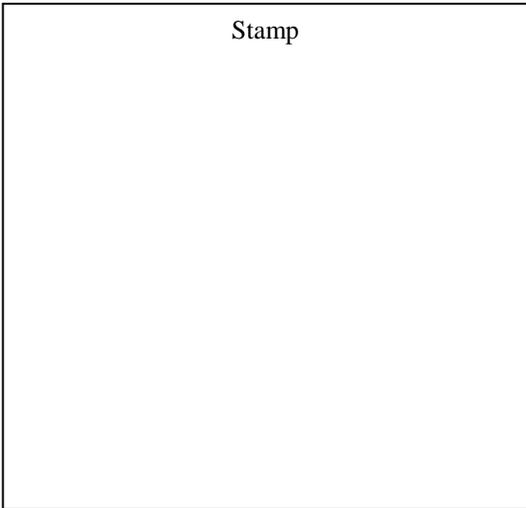
LOAN NUMBER _____

I, (we) the interest holders of all the property described herein do hereby acknowledge and agree to hold City of Leavenworth harmless in any cause of action arising out of the boundary line adjustment or recordation of same. Furthermore, I, (we), the interest holder(s) of all the property involved in this boundary adjustment, hereby consent to the adjustment of property lines as proposed in this application.

Tax Parcel No.	Interest Holder (print)	Date
	Interest Holder (signature)	Date
	Interest Holder (print)	Date
	Interest Holder (signature)	Date

ACKNOWLEDGEMENT

State of _____ }
 } ss.
 County of _____ }



I certify that I know or have satisfactory evidence that _____ is/are the person(s) who appeared before me, and said person(s) acknowledged that he/she/they signed this instrument, on oath stated that he/she/they was/were authorized to execute the foregoing instrument, and acknowledged it as the _____ (title/capacity) _____ Of (company/institution name) _____ to be the free and voluntary act of such party for the uses and purposes herein mentioned.

Dated this _____ day of _____, 20____.

 NOTARY PUBLIC in and for the State of _____

 Printed Name

My Appointment Expires: _____

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STAFF USE ONLY

BLA # LE-_____

Application received by:_____ Date:_____

Accepted as complete by:_____ Date:_____
(target max. 28 days from received date)

Application fee: Cash / Check #:_____ Amount received:_____

Staff review fee: Cash / Check #: _____ Amount received:_____

Review**

- Approval target deadline date (120 days from application completeness + time added): _____
 - Time added to issuance of approval (waiting for information):
Clock Stopped: _____ Materials Submitted:_____
 - Clock Re-Started:_____ Days added to approval:_____
 - Time added to issuance of approval (waiting for information):
Clock Stopped: _____ Materials Submitted:_____
 - Clock Re-Started:_____ Days added to approval:_____
 - Time added to issuance of approval (waiting for information):
Clock Stopped: _____ Materials Submitted:_____
 - Clock Re-Started:_____ Days added to approval:_____
- Approval given _____ Total number of days to approval:_____

Date recorded:_____

AFN:_____

Notes:

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