



**City of Leavenworth**  
 700 Highway 2 / Post Office Box 287  
 Leavenworth, Washington 98826  
 (509) 548-5275 / Fax: (509) 548-6429  
 Web: [www.cityofleavenworth.com](http://www.cityofleavenworth.com)

# Boundary Line Adjustment

Please print with blue or black ink or use auto-fill to complete.

**Site Information**

Project Address: \_\_\_\_\_

Application Date: \_\_\_\_\_ Lot line Elimination or Boundary Adjustment: \_\_\_\_\_

**Applicant/Owner** *(the owner or person authorized by the owner to make application and sign)*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Business Name: *(if applicable)* \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**GENERAL INFORMATION:**

- A survey of the property is recommended, and may be required by the City, to provide an accurate legal description and to precisely locate the property boundaries. 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.
- 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.
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**SUBMITTAL REQUIREMENTS**

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 and consent and waiver of claims, below;
- 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.
- 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).
- 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.

**REVIEW CRITERIA**

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)).

**FEES<sup>1</sup>:**

- Boundary Line Adjustment fee .....\$300.00
- Lot line elimination/consolidation in single ownership ..... \$100.00
- Staff time (per hour)<sup>2</sup>..... \$50.00
- Recording Fees (to be paid prior to recording).....per Chelan County Auditor/Treasurer
- Revision of previously approved BLA .....½ of original application fee

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<sup>1</sup> 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.

<sup>2</sup> 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.

Type or Print Legibly in **Black Ink**

**CITY OF LEAVENWORTH  
BOUNDARY LINE ADJUSTMENT APPLICATION**

**BLA # LE-** \_\_\_\_\_, **CITY RECEIPT #** \_\_\_\_\_

**CHELAN COUNTY TREASURER'S STAMP:**

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<b>PROPERTY OWNER A NAME AND ADDRESS:</b>	<b>ABBREVIATED LEGAL DESCRIPTION (I.E. LOT, BLOCK, SUBDIVISION, OR SECTION, TOWNSHIP AND RANGE):</b>
<b>PHONE:</b>	
	<b>ADDITIONAL LEGAL ON PAGE:</b>
<b>ADDITIONAL NAMES ON PAGE:</b>	
	<b>ASSESSOR'S PARCEL #:</b>
<b>PROPERTY ADDRESS:</b>	
	<b>PRESENT LOT SIZE:</b>
	<b>PROPOSED LOT SIZE:</b>
	<b>ZONING DISTRICT:</b>

<b>PROPERTY OWNER B NAME AND ADDRESS:</b>	<b>ABBREVIATED LEGAL DESCRIPTION (I.E. LOT, BLOCK, SUBDIVISION, OR SECTION, TOWNSHIP AND RANGE):</b>
<b>PHONE:</b>	
	<b>ADDITIONAL LEGAL ON PAGE:</b>
<b>ADDITIONAL NAMES ON PAGE:</b>	
	<b>ASSESSOR'S PARCEL #:</b>
<b>PROPERTY ADDRESS:</b>	
	<b>PRESENT LOT SIZE:</b>
	<b>PROPOSED LOT SIZE:</b>
	<b>ZONING DISTRICT:</b>

Type or Print Legibly in **Black Ink**

**CITY OF LEAVENWORTH  
BOUNDARY LINE ADJUSTMENT APPLICATION**

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**BLA # LE-** \_\_\_\_\_, **CITY RECEIPT #** \_\_\_\_\_

**CHELAN COUNTY TREASURER'S STAMP:**

<b>PROPERTY OWNER C NAME AND ADDRESS:</b>	<b>ABBREVIATED LEGAL DESCRIPTION (I.E. LOT, BLOCK, SUBDIVISION, OR SECTION, TOWNSHIP AND RANGE):</b>
<b>PHONE:</b>	
<b>ADDITIONAL NAMES ON PAGE:</b>	<b>ADDITIONAL LEGAL ON PAGE:</b>
	<b>ASSESSOR'S PARCEL #:</b>
<b>PROPERTY ADDRESS:</b>	
	<b>PRESENT LOT SIZE:</b>
	<b>PROPOSED LOT SIZE:</b>
	<b>ZONING DISTRICT:</b>

<b>PROPERTY OWNER D NAME AND ADDRESS:</b>	<b>ABBREVIATED LEGAL DESCRIPTION (I.E. LOT, BLOCK, SUBDIVISION, OR SECTION, TOWNSHIP AND RANGE):</b>
<b>PHONE:</b>	
<b>ADDITIONAL NAMES ON PAGE:</b>	<b>ADDITIONAL LEGAL ON PAGE:</b>
	<b>ASSESSOR'S PARCEL #:</b>
<b>PROPERTY ADDRESS:</b>	
	<b>PRESENT LOT SIZE:</b>
	<b>PROPOSED LOT SIZE:</b>
	<b>ZONING DISTRICT:</b>

**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                       NoIf 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 EasementIf 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: \_\_\_\_\_

**STATEMENT OF CONSENT AND WAIVER OF CLAIMS  
FOR BOUNDARY LINE ADJUSTMENT**

I (we), the undersigned, swear under penalty of perjury that the above responses and accompanying documentation are made truthfully and to the best of my (our) knowledge. I (we) further understand that, should there be any willful misrepresentation or willful lack of full disclosure on my (our) part, the City of Leavenworth may withdraw any approval that it might issue in reliance on this application.

I, (we) the owner(s) of all the property described herein do hereby acknowledge and agree to defend, hold harmless and indemnify the City of Leavenworth in any cause of action arising out of the boundary line adjustment or recordation of same. Furthermore, I, (we), the owner(s) of the property involved in this boundary line adjustment as noted below by Tax Parcel Number, hereby consent to the adjustment of property lines as proposed in this application.

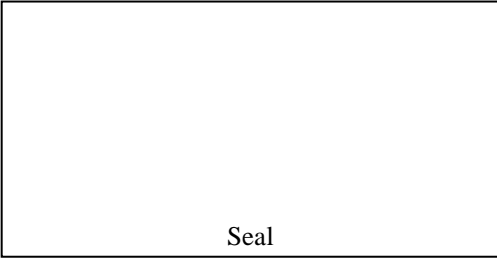
Regarding property boundaries, I (we) acknowledge that the only accurate way to locate property lines is by a land survey conducted by a licensed professional. The City of Leavenworth makes no representation as to the accuracy or location of any boundaries related to the project and I (we), the undersigned, by virtue of issuance of an approval by the City of Leavenworth, agree to defend, hold harmless and indemnify the City and its agents in any legal action related to property lines or boundaries.

I (we), the undersigned, hereby agree to pay all fees associated with this application as set forth by the City of Leavenworth Fee Schedule. Additionally, I (we) acknowledge that should I (we) request (verbally *or* in writing) that the review of my (our) application be expedited, that the application may be reviewed, in full or in part, by a party or parties outside of the regular employ of the City of Leavenworth, and I (we) agree to pay any fees which may be associated with this review, *in advance*, when determined feasible by the City, above and beyond the application and permit fees which are set forth by the City of Leavenworth Fee Schedule.

Tax Parcel #	Owner (signature)	Date
	Owner (signature)	Date

**ACKNOWLEDGEMENT**

STATE OF WASHINGTON        )  
  ) ss  
COUNTY OF CHELAN        )



On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

\_\_\_\_\_ personally appeared before me, known by me to be the person(s), who executed the foregoing statement and acknowledged to me that he/she/they signed the same as his/her/their free and voluntary act and deed for the uses and purposes therein mentioned.

WITNESS MY HAND AND OFFICIAL SEAL this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

NOTARY PUBLIC in and for the State of \_\_\_\_\_, residing at \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_