



LAND USE MASTER INVOICE

COMMUNITY DEVELOPMENT SERVICES

435 MARTIN STREET, STE. 3000

BLAINE, WA • 98230

PHONE: (360) 332-8311

FAX: (360) 543-9978

Total Fees

\$ _____

FOR OFFICIAL USE ONLY

I, the applicant/owner, certify that this application is being made with the full knowledge and consent of all owners of the property in question. I attest that the information provided on this and supplemental application forms and materials is true and accurate. I also agree to provide access and right of entry to City of Blaine employees, representatives or agents for the sole purpose of application review and any required later inspections. This right of entry shall expire when the City (through the Director or designee) concludes the application has complied with all applicable laws and regulations. Access and right of entry to the applicant's property shall be requested and shall occur only during regular business hours.

Project Name:

Site Address/Location/Parcel Number:

Contact Person: Phone:

Email:

Mailing Address for Contact Person:

Property Owner Name: Property Owner Signature:

PLEASE CHECK ALL THAT APPLY

<p>Planning & Zoning</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pre-Application Request – 1st Free (2nd \$275) <input type="checkbox"/> Conditional Use Permit – \$350* <input type="checkbox"/> Variance - \$300* <input type="checkbox"/> Commercial Design Review – \$200 <input type="checkbox"/> Site Plan Review (SPR) – \$275 + \$75/hour for re-review <p>Land Division & Consolidation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Boundary Line Adjustment – \$275 <input type="checkbox"/> Lot Consolidation – \$100 <input type="checkbox"/> Short Plat/Subdivision – \$525 <input type="checkbox"/> Preliminary Long Plat/Subdivision – \$1,500 + \$100/Lot or Tract* <input type="checkbox"/> Final Long Plat/Subdivision – \$525 + \$50/Lot or Tract <input type="checkbox"/> General Binding Site Plan – \$1500 + \$100/acre for every acre over 3* <input type="checkbox"/> Specific Binding Site Plan – \$525 <p>Home Business</p> <ul style="list-style-type: none"> <input type="checkbox"/> Home Occupation Permit – \$50 <input type="checkbox"/> In-Home Care Home Occupation Permit – \$50 <p>Appeals</p> <ul style="list-style-type: none"> <input type="checkbox"/> Administrative Appeal – \$450.00* <p>Hearing Examiner Fees* Hearing Examiner Fee - \$1,500</p>	<p>Environment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Critical Areas Review – \$275 <input type="checkbox"/> Flood Development Permit – \$100 <input type="checkbox"/> Land Disturbance Permit (Minor) – \$200 <input type="checkbox"/> Land Disturbance Permit (Major) – \$500 <input type="checkbox"/> SEPA Application/Checklist – \$375 <input type="checkbox"/> SEPA Exemption Request – \$75 <input type="checkbox"/> Shoreline Substantial Development < \$50K - \$275 – \$275* <input type="checkbox"/> Shoreline Substantial Development ≤ \$250K - \$550 – \$550* <input type="checkbox"/> Shorelines Substantial Development > \$250K - \$900 – \$900* <input type="checkbox"/> Shoreline Substantial Development Permit Exemption Request – \$50 <input type="checkbox"/> Shoreline Variance – \$500* <input type="checkbox"/> Shoreline Conditional Use Permit – \$500* <p>Amendment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Comprehensive Plan Amendments – Variable <input type="text"/> <input type="checkbox"/> Zoning Map Amendment – Variable <input type="text"/> <input type="checkbox"/> Zoning Text Amendment – \$500 <input type="checkbox"/> Annexation – \$1500 + \$50/acre <input type="checkbox"/> PUD Amendment – \$300 + \$20/Lot* <input type="checkbox"/> PUD Modification – \$300
--	---

DESCRIPTION OF PROPOSED PROJECT: (Attach supplemental sheets as necessary)

A large, empty rectangular box with a double-line black border, occupying most of the page below the header. It is intended for the user to provide a detailed description of the proposed project, with a note to attach supplemental sheets if necessary.



CITY OF BLAINE

COMMUNITY DEVELOPMENT SERVICES

435 MARTIN STREET, SUITE 3000 • BLAINE, WA • 98230
PHONE: (360) 332-8311 • FAX: (360) 543-9978
www.cityofblaine.com

Boundary Line Adjustment Application

Applications must be submitted electronically. E-mail materials to cdspermits@cityofblaine.com. See [Electronic Permit Submittal Instructions](#) for more information.

FOR OFFICE USE ONLY	
Total Fees \$	_____
Receipt #	_____
STAMP IN DATE	

Project/Applicant Name: _____

SUBMITTAL REQUIREMENTS

- A completed **Land Use Master Invoice**. Representative authorization is required if application is not signed by owner.
- Boundary Line Adjustment application fee as set forth in the City of Blaine Unified Fee Schedule
- Electronic copy of drawing(s)** by a licensed land surveyor suitable for recording, showing the following:
 - a. The proposed lines for all affected lots, tracts, or parcels, indicated by bold solid lines;
 - b. The existing lot, tract or parcel lines proposed to be changed, indicated by light broken lines;
 - c. The intended future use of the adjusted lots, tracts or parcels;
 - d. The location and dimensions of all structures/improvements existing upon the affected lots, tracts or parcels and the distance between each such structure/improvement and the proposed boundary lines, with structures proposed to be removed from the site depicted with broken lines, and structures to remain on the site depicted with solid lines;
 - e. The original legal description of the entire property together with new separate legal descriptions for each lot, tract or parcel, labeling them each as existing parcel A, existing parcel B, revised parcel A, revised parcel B, etc.;
 - f. A north arrow indication and scale;
 - g. All assessor's tax parcel numbers for the affected lots, tracts or parcels;
 - h. The location of the property as to quarter/quarter section;
 - i. The location and dimensions of any easements within or adjacent to any affected lots, tracts or parcels;
 - j. The location, right-of-way widths, pavement widths and names of all existing or platted streets or roads, whether public or private, and other public ways within or adjacent to the affected lots, tracts or parcels;
 - k. The areas and dimensions of each lot, tract or parcel, following the proposed adjustment;
 - l. The existing, and if applicable, proposed future method of sewage disposal for each affected lot, tract or parcel, including the location and dimensions of and proposed septic drainfield;
 - m. The location of all existing and proposed water and storm drainage facilities; and
 - n. The approximate location and extent of any environmentally sensitive areas (ESAs), including any flood hazard areas lying within the existing or revised parcel boundaries. (Maps are available for review from the Department of Community & Economic Development.)
- Title report or plat certificate not less than 14 days old

1. Please provide a brief description of the purpose of the proposed boundary line adjustment:

2. Please provide **existing legal description** of all affected lots, tracts, or parcels. (attach additional sheets, if necessary)

Parcel A:

Parcel B:

Parcel C:

Parcel D:

3. Please provide **proposed legal description** of all affected lots, tracts, or parcels. (attach additional sheets, if necessary)

Parcel A:

Parcel B:

Parcel C:

Parcel D:

4. All owners of the subject properties must sign the application below to signify agreement to the proposed boundary line adjustment.

The applicants hereby certify that all of the above statements are true and the plot plan provides an accurate representation of the proposed boundary line adjustment, and the applicants hereby acknowledge that any permit issued on this application may be revoked if any such statement is found to be false.

a. _____

Date: _____

b. _____

Date: _____

c. _____

Date: _____

d. _____

Date: _____



INFORMATION BULLETIN No. 16

City of Blaine

Updated
March 2009

BOUNDARY LINE ADJUSTMENT

WHAT IS A BOUNDARY LINE ADJUSTMENT?

A boundary line adjustment (also known as a lot line adjustment) is a reconfiguration of property lines between two or more separate legal parcels. The purpose of the Boundary Line Adjustment is to provide a procedure to move a lot line shared between two existing parcels.

A BOUNDARY LINE ADJUSTMENT CAN BE USED TO:

Adjust non-conforming lots to make them buildable by increasing the size or width;

Rectify defects in legal descriptions;

Achieve increased setbacks from property lines or environmentally sensitive areas;

Correct situations where a structure is located across a lot line;

Allow any other boundary line modification that is consistent with state subdivision law.

A BOUNDARY LINE ADJUSTMENT CANNOT BE USED TO:

Create an additional parcel or lot;

Create a parcel that is not buildable;

Entirely relocate a parcel into another parcel;

Reduce an existing lot so that it contains insufficient area, setbacks and other dimensions to meet minimum zoning requirements.

Evade conditions of approval for a recorded short or long plat; or avoid compliance with short or long subdivision requirements.

A Boundary Line Adjustment as defined by the state : *A division made for the purpose of alteration by adjusting boundary lines, between platted or unplatted lots or both, 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 dimensions to meet minimum requirements for width and area for a building site.*

HOW DO I APPLY?

1. A pre-application conference is recommended, but not required.
2. You must complete a **Boundary Line Adjustment Application and Land Use Master Invoice**.
3. You must submit survey drawings prepared by a state licensed Surveyor
4. You must pay the applicable fees

Applications are submitted by appointment.

HOW IS THE APPLICATION PROCESSED?

The application is processed as Type I-ADM application. Refer to the Informational Bulletin describing that process. **See IB#6.**

RECORDING THE DRAWINGS

Following approval by the administrator, a final record of survey document shall be prepared by a licensed land surveyor in accordance with RCW 58.09 and WAC 332-130. These are submitted to the City for signatures, and returned to the applicant. A BLA becomes effective once the required documents have been recorded with the County Auditor, and the applicant has returned **two** copies of each recorded document bearing the County Auditor's stamp verifying recording.

No building or other site development permits will be granted until the applicant returns the copies of the recorded documents to the Community Development Services Department.

MORE QUESTIONS?

For further information, please call the Community Development Services Department at the City of Blaine (360) 332-8311.

(continued on reverse)

APPROVAL CRITERIA

The following criteria are used to judge if a Boundary Line Adjustment may be approved by the Director:

No additional lot, tract, parcel site or division will be created by the proposed adjustment;

No lot is created which contains insufficient area and dimensions to meet the minimum requirements of the zone in which the lots affected are situated, except for pre-existing sub-standard parcels;

Diminish or harm drainage, water supply, sewage disposal, and access or easement for vehicles, pedestrians, utilities and fire protection for any parcel;

Diminish or harm public or private utility easements or deprive a parcel of access or utilities;

Diminish or impair environmentally sensitive areas or create an unsafe or hazardous environmental condition;

Create an unreasonably restrictive or dangerous property access;

Increase the nonconforming aspects of a parcel; or

Replat or vacate a short or long plat, or revise or amend the conditions of approval for any short or long subdivision.

The City of Blaine's Community Development Department has created customer information bulletins to inform the general public about the effect of codes and regulations on their projects. These bulletins are not intended to be complete statements of all laws and rules and should not be used as substitutes for them. If conflicts and questions arise, current codes and regulations are final authority. Because the codes and regulations may be revised or amended at any time, consult City of Blaine, CD staff to be sure you understand all requirements before beginning work. It is the applicant's responsibility to ensure that the project meets all requirements of applicable codes and regulations.