



Address:
100 3rd Ave SE
Pacific, WA 98047

Phone:
(253) 929-1110

Website:
<https://www.pacificwa.gov>

BOUNDARY LINE ADJUSTMENT (BLA)

DEFINITION AND PURPOSE

The purpose of a boundary line adjustment (BLA) is to provide for the minor adjustment of boundary lines to accommodate the transfer of land between two adjacent property owners.

A Boundary Line Adjustment must not result in the creation of any new building site, sub-standard lot, or sub-standard yard or setback requirement.

CONDITIONS FOR APPROVAL

The applicant must show that the proposed BLA satisfies the following criteria.

1. None of the residential lots affected is made sub-standard with respect to the requirements of lot dimensions specified in **Section [20.40.040](#) “Lot area, lot width and yard requirements”** of the Pacific Municipal Code (PMC).
2. No existing building or structure is made sub-standard or non-conforming in any respect.
3. Existing easements in favor of the public are not rendered impractical to serve their purpose.
4. No lot is created with more than one zoning designation.
5. The boundary line adjustment must remain in compliance with all applicable Pacific Municipal Codes.

SUBMITTAL

1. Filing Fee: Contact Planner
2. Please submit all of the items listed on the attached checklist.

Failure to submit all requested items (in a legible form) will delay processing of your application pursuant to RCW 36.70B.060.



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APPLICATION

FOR STAFF ONLY

FILE NO:

PROPERTY OWNER(S) OF LOT A:

Name: _____
Mailing Address: _____
City/State/Zip: _____
Phone: _____
Email: _____

LOT A

Property Address: _____
City/State/Zip: _____
Parcel Number: _____

PROPERTY OWNER(S) OF LOT B:

Name: _____
Mailing Address: _____
City/State/Zip: _____
Phone: _____
Email: _____

LOT B

Property Address: _____
City/State/Zip: _____
Parcel Number: _____

PROPERTY OWNER(S) OF LOT C:

Name: _____
Mailing Address: _____
City/State/Zip: _____
Phone: _____
Email: _____



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LOT C

Property Address: _____
City/State/Zip: _____
Parcel Number: _____

If there are more than three owners, please attach additional sheet(s) with names, addresses, contact information, and signatures.

2. PROPERTY

	LOT A	LOT B	LOT C
Zone:	_____	_____	_____
Lot Area (sq. ft.):	_____	_____	_____
Proposed Lot Area (sq. ft.):	_____	_____	_____
Water Purveyor:	_____	_____	_____
Sewage Purveyor:	_____	_____	_____

3. SURVEYOR:

Name: _____
Mailing Address: _____
City/State/Zip: _____
Phone: _____ E-mail Address: _____

I CERTIFY THAT THE INFORMATION FURNISHED BY ME IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature
PROPERTY OWNER – LOT A

Printed Name

Date

Signature
PROPERTY OWNER – LOT B

Printed Name

Date



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Signature
PROPERTY OWNER – LOT C

Printed Name

Date

CHECKLIST

The following materials are the **minimum** materials that must be submitted to review your application to determine that it is complete or incomplete as provided for under RCW 36.70B.070. Additional information may be required after review of your proposal.

Please do not turn in your application until you have completed the checklist and ensured that all items which apply to your proposal are included with your submittal. This checklist must be submitted with your application. Incomplete submittals will not be accepted or acted upon.

If you have any questions, contact the Department of Planning and Community Development at (253) 929-1110.

RETURN COMPLETED CHECKLISTS PART I AND PART II WITH YOUR APPLICATION OR APPLICATION WILL NOT BE ACCEPTED.

For Office Use Only

Date Submitted: _____ **Reviewed By:** _____

PLAN SUBMITTAL – PART I		Applicant	Staff
1	Application form is filled out, original and signed.		
2	Legal descriptions of the subject properties are provided.		
3	Legal descriptions of the proposed lots as determined by a State of Washington licensed professional land surveyor.		
4	If you are given an Environmental Checklist, all questions are answered and the checklist is signed.		
5	Subdivision Guarantee Title Report – less than 90 days old (3 Copies). (Including copies of all easements or restrictions cited in the chain of title). If the application involves more than one separate tax parcel, a title report is required for each lot.		
6	Lot Closures		



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7	Quit Claim Deed – Needed if property is being transferred between property owners.		
8	Electronic version of each submittal items in pdf format.		

CHECKLIST – PART II

PLAN SUBMITTAL – PART II BOUNDARY LINE ADJUSTMENT DRAWING REQUIRED CONTENT			
<i>(Site plan requirements checklist must be completed by the engineer, surveyor, or architect)</i>		Surveyor	Staff
1	Boundary Line Adjustment drawing prepared <u>and stamped</u> by a professional Land Surveyor registered in the State of Washington. (RCW 58.17.250)		
2	Shall be drawn on 24" x 36" or 18" x 24" sheet with a two (2") inch margin on the left edge and one-half inch margin on other edges, drawn to an appropriate (20, 30, 40, or 50:1) engineering scale. (RCW 58.09.050)		
3	<p>The Boundary Line Adjustment plan shall be drawn to include the following:</p> <ul style="list-style-type: none"> a) Project name, "Boundary Line Adjustment", and file number in the upper left hand corner; b) Declaration and owner's signature block for all legal parties to the Boundary Line Adjustment; c) City and King or Pierce County Assessor's approval signature block; d) Recorder's Certificate; e) Land Surveyor's Certificate; f) Approval Notes as shown on sample; g) Name and address of the licensed surveyor who prepared the lot line adjustment; h) Section, Township, Range; i) Owner's name and address; j) City of Pacific Approval Signature Blocks for Dept. of Community Development and Department of Public Works and date. k) North arrow, graphic scale, and date of drawing. 		
4	Existing off-site subdivision lots, parcel numbers, property owner names, blocks, streets and easements shown as dotted lines.		
5	Existing lines as bold dashed lines, proposed lines as bold solid lines, and all proposed and existing easements shown as dashed lines.		



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CHECKLIST – PART II *(cont'd)*

BOUNDARY LINE ADJUSTMENT DRAWING REQUIRED CONTENT – PART II <i>cont'd</i>		Surveyor	Staff
6	Show the location, bearings, distances, and dimensions of existing and proposed property lines; and existing section lines in feet and decimal feet.		
7	Show streets, building structures, water courses, and bridges. Label buildings existing or to be demolished.		
8	Show any recorded public or private utility and drainage easements, both on the land to be adjusted and on the adjoining lands (land that abuts the proposed subdivision), to a distance of twenty-five (25) feet from the edge of the subject property division (include recording number).		
9	Identify and show location of any existing and/or abandoned well(s) on the property.		
10	Show location of existing, or proposed, rockeries with heights and other types of walls within 25 feet of the existing or proposed property lines.		
11	Give the location and identification of any visible physical appurtenances such as fences, or structures - which may indicate encroachment, lines of possession, or conflict of title.		
12	Source and date of contour data referenced on drawing.		
13	Indicate the acreage of the land to be adjusted, the number of parcels, and the area (sq. ft.) <u>of each individual parcel</u> after the adjustment.		
14	Bearings, angles, or p.g shown in degrees, minutes, and seconds.		
15	Radius, delta, arc length and long chord bearing and distance of curves shown.		
16	The location, width and names of existing abutting streets, or easements shown.		
17	Names and addresses of adjacent property owners on the records of the County Assessor's Office.		
18	<i>Legal description and tax lot number</i> of the properties to be adjusted, certified by a Professional Land Surveyor registered in the State of Washington.		



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CHECKLIST – PART II *(cont'd)*

BOUNDARY LINE ADJUSTMENT DRAWING REQUIRED CONTENT – PART II <i>cont'd</i>		Surveyor	Staff
19	Indicate basis of bearing shown.		
20	Legend showing symbols for monuments found.		
21	All found monuments and survey markers (description, type, and size) are labeled and referenced to an existing County Survey and/or Survey of Record.		
22	Legend showing symbols for monuments set.		
23	Legend showing surveyor markers found (type).		
24	Legend showing symbols for surveyor markers set (type).		
25	The face of any Boundary Line adjustment containing a private road shall bear the following language: NOTICE: The City of Pacific has no responsibility to build, improve, maintain, or otherwise service the private roads contained within, or provide service to the property described in this Boundary Line Adjustment.		
26	Provide a Mutual Maintenance Agreement for roadway and surface water drainage facilities to be constructed in conjunction with the Boundary Line Adjustment. Contact the City Engineer for an agreement template.		