



## CITY OF AUBURN

Planning & Development Department  
Auburn City Hall Annex, 2<sup>nd</sup> Floor  
1 East Main Street  
Auburn, WA 98001-4998  
Tel: 253.931.3090  
Fax: 253.804.3114  
permitcenter@auburnwa.gov  
www.auburnwa.gov

## BOUNDARY LINE ADJUSTMENT APPLICATION PACKET

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# BOUNDARY LINE ADJUSTMENT (BLA) INTRODUCTION

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### (TYPE I DECISION)

#### **What does Type I refer to?**

Type I land use and land division decisions are administrative decisions made by the City which are not subject to environmental review under the State Environmental Policy Act (SEPA) codified at Chapter 43.21C RCW.

#### **What is boundary line adjustment?**

A Boundary Line Adjustment (BLA) is the relocation of the boundaries of a lot that does not result in the creation of any additional lot or lots.

#### **How long before I am notified if my application is complete?**

At the time you submit an application, you must submit all of the written and plan information listed in this application under "Type I Boundary Line Adjustment Application Submittal Checklist": Within 28 calendar days of receiving your application, City staff will determine if the application is complete based on the attached checklist. If your application is complete you will be notified in writing by City staff. If your application is not complete, you will receive a letter from City staff detailing required information to make your application complete.

#### **What are the requirements for approval?**

All lots proposed for boundary line adjustment should meet the minimum lot sizes and otherwise satisfy the reviews outlined in Chapter 17.06 of the Auburn City Code, except as authorized by ACC 17.06.010.F that states a boundary line adjustment may be approved if one parcel becomes more conforming while another parcel remains nonconforming.

The boundary lines separating two or more lots of record may be adjusted provided that such adjustment will not result in the creation of an additional lot, tract, parcel, site or division; will not create any lot, tract, parcel, site or division which contains insufficient area and dimensions to meet the requirements of Title 18 (Zoning) of the Auburn City Code; will not adversely affect storm drainage, water supply, existing or future sanitary sewage disposal, access easement for vehicles, utilities and fire protection; will not create or diminish an easement or otherwise deprive a parcel of access or utilities; will be consistent with any applicable health building or similar regulations; and, will not increase the nonconforming aspects of an existing nonconforming lot unless as a result of the boundary line adjustment one parcel becomes more conforming while another parcel remains nonconforming.

#### **How is the BLA recorded?**

Once an application is ready for approval, staff will contact the applicant to submit Mylar original drawings for signatures. The City will record the Mylar and any associated documents with the respective county (King or Pierce). Required fees associated with recording of the BLA are the responsibility of the applicant.

**PLEASE NOTE:** Applicants are responsible for complying with all City Codes and ordinances and should review all City regulations that may be applicable to their proposed project. For assistance in determining which regulations are applicable, please contact the City of Auburn Permit Center.

**QUESTIONS? PHONE 253.931.3090 or E-MAIL [permitcenter@auburnwa.gov](mailto:permitcenter@auburnwa.gov)**



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OFFICE USE ONLY	
<b>FILE #:</b> _____	
FILE NAME: _____	
TYPE: _____	RECEIVED BY: _____
FEE PAID: _____	CHECK/CASH: _____
SUBMITTAL DATE: _____	
LAND USE DESIG: _____	

## BOUNDARY LINE ADJUSTMENT APPLICATION

**APPLICANT:**  Use mailing address for meeting notification.  Check box if Primary Contact

COMPANY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 (CITY, STATE, ZIP) \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_  
*(Signature Required)*

**APPLICANT'S REPRESENTATIVE:**  Check box if Primary Contact

COMPANY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 (CITY, STATE, ZIP) \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_  
*(Signature Required)*

**PROPERTY OWNER(S):**  Attach separate sheet if needed.  Check box if Primary Contact

COMPANY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 (CITY, STATE, ZIP) \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_  
*(Signature Required)*

**Note: Applicant or representative must have property owner's consent to file this application form in order for it to be accepted**

### PROPERTY INFORMATION (REQUIRED)

SITE ADDRESS: _____  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%; text-align: left; padding: 2px;">ASSESSOR'S PARCEL ID#</th> <th style="width: 33%; text-align: left; padding: 2px;">LOT SIZE</th> <th style="width: 33%; text-align: left; padding: 2px;">ZONING DISTRICT</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> </tbody> </table>	ASSESSOR'S PARCEL ID#	LOT SIZE	ZONING DISTRICT	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	EXISTING USE OF SITE: _____  PROPOSED USE OF SITE: _____  _____ _____
ASSESSOR'S PARCEL ID#	LOT SIZE	ZONING DISTRICT														
_____	_____	_____														
_____	_____	_____														
_____	_____	_____														
_____	_____	_____														

AREA TO BE DEVELOPED (s.f.): \_\_\_\_\_



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**BOUNDARY LINE ADJUSTMENT APPLICATION**

**BOUNDARY LINE ADJUSTMENT – LETTER OF AUTHORIZATION**

**(A copy of this letter must be submitted for each property owner involved)**

I, \_\_\_\_\_ declare under penalty of perjury under the laws of the State of Washington as follows;

1. I am the owner of the property that is the subject of the application.
2. I [ ] have not appointed anyone, or [ ] have appointed \_\_\_\_\_, to act as my agent regarding this application.
3. All statements, answers, and information submitted with this application are true and correct to the best of my knowledge and belief.
4. I agree to hold the City of Auburn harmless as to any claim (including costs, expenses and attorney’s fees incurred in the investigation of such claim) which may be made by any person, including the undersigned, and filed against the City of Auburn, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as part of this application.
5. I hereby grant permission for representatives of the City of Auburn and any other Federal, State, or local unit of government with regulatory authority over the project to enter onto my property to inspect the property, take photographs, and post public notices as required in connection with review of this application and for compliance with the terms and conditions of permits and approvals issued for the project.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 City and State where signed

\_\_\_\_\_  
 \_\_\_\_\_

Address



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**BOUNDARY LINE ADJUSTMENT APPLICATION**

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**BOUNDARY LINE ADJUSTMENT – CONCURRENT APPLICATIONS**

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Please indicate whether you are submitting one or more concurrent applications with this application by checking one or more of the boxes below:

**Type I Applications  
(administrative decisions made by the City which are not subject to environmental review under the State Environmental Policy Act [SEPA]):**

- Administrative Use Permit
- Boundary Line Adjustment
- Boundary Line Elimination
- Building Permit
- Excavation Permit
- Floodplain Development Permit
- Grading Permit
- Home Occupation Permit
- Land Clearing Permit
- Mechanical Permit
- Plumbing Permit
- Public Facility Extension Agreement
- Right-of-way Use Permit
- Short Subdivision
- Special Permit

Temporary Use Permit (administrative)

Utility Permit

**Type II Applications  
(administrative decisions made by the City which include threshold determinations under SEPA):**

- Administrative Use Permit
- Building Permit
- Floodplain Development Permit
- Grading Permit
- Land Clearing Permit
- Public Facility Extension Agreement
- Short Subdivision

**Type III Applications  
(quasi-judicial final decisions made by the hearing examiner following a recommendation by staff):**

- Conditional Use Permit
- Preliminary Plat

Special Exceptions Nonconforming

Special Home Occupation Permit

Substantial Shoreline Development Permit

Surface Mining Permit

Temporary Use Permit

Variance

**Type IV Applications  
(quasi-judicial decisions made by the City Council following a recommendation by the hearing examiner):**

Rezone (site-specific)

**OTHER - as may apply:**

\_\_\_\_\_

\_\_\_\_\_



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**BOUNDARY LINE ADJUSTMENT APPLICATION**

**TYPE I - BOUNDARY LINE ADJUSTMENT APPLICATION -  
 SUBMITTAL CHECKLIST**

**DIGITAL COPIES OF WRITTEN MATERIALS AND PLANS & GRAPHICS**

Please provide a labeled readable compact disc(s) containing digital versions of all submitted written materials and plans and graphics for use by the City of Auburn during the boundary line adjustment review process. Staff will use this information in report preparation and public noticing so please be sure to provide current and accurate information. Written materials should be submitted to be compatible with Microsoft Office desktop software products. Plans and graphics should be submitted in *pdf* or *tif* format.

**APPLICATION FEES - Make checks payable to the City of Auburn**

All application fees, including, but not limited to: Boundary Line Adjustment Fee. Some fees will not be invoiced until actual costs are known. Current year's fee schedule can be found @ <http://www.auburnwa.gov/forms>.

**WRITTEN MATERIALS – Total of ten (10) copies unless otherwise noted**

- A. **APPLICATION FORM.** Provide a **completed** application form signed by the property owner(s) and/or applicant inclusive of the completed Application Submittal Checklist.
- B. **LETTER OF AUTHORIZATION.** Provide a completed letter of authorization to act contained within this application packet inclusive of all required signatures.
- C. **LEGAL DESCRIPTION.** Provide the original legal description of the original parcels and the proposed legal descriptions for each separate revised parcel. The proposed legal description shall be prepared by a professional land surveyor licensed in the State of Washington. The properties being adjusted shall be labeled specifically as "Parcel A," "Parcel B<," etc. When the legal description of a BLA utilizes partial or complete section subdivisional breakdown to establish the boundaries, section subdivision survey information shall be shown in accordance with the requirements of WAC 332-130-030.
- E. **TITLE REPORT (2 Copies).** A title report, with liability for errors not to exceed the assessed value of the lots on the date of application. The title report shall be issued no more than 30 days prior to the application date.
- F. **PRE-APPLICATION CONFERENCE SUMMARY NOTES.** Provide a copy of the pre-application conference meeting summary notes if a pre-application conference meeting was held.
- G. **RESTRICTIONS** Copies of restrictions, if any, to be imposed upon the use of the land. In any BLA where lots are to be served by a private road, the applicant shall furnish a copy of such further covenants or documents that will result in each lot owner having access thereto and having responsibility for maintenance and shall obligate any seller to give actual notice to any prospective purchases of the method of maintenance of the private road.



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# BOUNDARY LINE ADJUSTMENT APPLICATION SUBMITTAL CHECKLIST - CONTINUED

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**BOUNDARY LINE ADJUSTMENT (BLA) DRAWING – Total of ten (10) copies / 18” x 24” sets of the drawing submittal & one (1) 11” x 17” copy. All plans should be folded to fit a legal size file jacket.**

- A. All plans must be to scale (engineering scale) and should have a maximum sheet size of **18” x 24”**, at a scale no less than 1” = 100’. If more than one (1) sheet is needed, each sheet shall be numbered consecutively and an index sheet showing the entire property and orienting the other sheets, at any appropriate scale, shall be provided. All geographic information portrayed by the boundary line adjustment shall be accurate, legible, and drawn to an engineering (decimal) scale.
- B. The boundary line adjustment shall be signed and stamped by a professional land surveyor licensed in the State of Washington.
- C. The boundary line adjustment drawing shall clearly show the following information:
  - The proposed lot lines for all affected lots, indicated by heavy solid lines.
  - The existing lot lines proposed to be changed, indicated by heavy broken lines.
  - The area and dimensions of each lot following the proposed adjustment.
  - The location and dimensions of all structures and improvements existing upon the affected lots in proximity to the lot lines being adjusted, and the distance between the structure/improvements and the proposed boundary lines.
  - The lot closure calculations for exterior boundaries and revised lots.
  - The parcel numbers of all affected lots.
  - The position of permanent markers bearing the surveyors’ registration number set at each new property corner.
  - The location of the property to quarter/quarter section, township, and range.
  - Conceptual access plan showing existing and proposed access appoints and access points adjacent or on the opposite side of the subject properties frontage.
  - Location and dimensions of any drain field, easement or right-of-way existing within the affected lot.
  - The existing and, if applicable proposed future method of sewage disposal for each affected lot
  - Declaration blocks shall be provided for the lot owner(s), surveyor, Director of Planning, Building, and Community, County Auditor, and County Assessor



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### FINAL MYLAR

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1. Per ACC 17.06.030.A, the Planning Director will forward copies of the proposed boundary line adjustment plan to the Building Official, Public Works Department and the Valley Regional Fire Authority for review and comment.
2. Per ACC 17.06.030.B, the Planning director issues a decision approving or denying following receipt of the review comments. For decisions approving a boundary line adjustment, the Planning director will notify the applicant to file a final Mylar drawing for signatures. The Mylar shall be transmitted to the appropriate county office for recording. The boundary line adjustment must be recorded within 30 days or the boundary line adjustment shall be null and void. A recorded Mylar copy shall be provided to the City.
3. The final Mylar for recording shall contain all survey information required for a record of survey under Chapter 58.09 RCW and Chapter 332-130 WAC, and all requirements of Chapter 58.09 RCW and Chapter 332-130 WAC governing minimum standards for land boundary surveys shall be met and a note shall be placed on the Mylar that reads:

THIS SURVEY COMPLIES WITH ALL THE STANDARDS AND UGIELINES OF THE "SURVEY RECORDING ACT" CHPATER 58.09 RCW AND WAC 332-130.

The following shall be considered and addressed, as applicable, in the preparation of the final mylar for a boundary line adjustment:

4. All reference monuments used in the establishment of the BLA corners shall be identified, described and noted as set or found. When appropriate, the survey shall reference previous surveys that served as the basis for the survey.
5. When the BLA is adjacent to a constructed public right-of-way and the BLA corners or its offset represent a quarter corner, section corners or donation land claim that is not of record or has been lost (or obliterated), a standard monument shall be placed and noted on the BLA.
6. Whenever a BLA is adjacent to an existing right-of-way, the centerline of the right-of-way shall be located on the BLA map. If the constructed improvements fall outside of the documented right-of-way, the surveyor shall identify the existing edge of the pavement and limits of the maintained right-of-way section on the drawing and show its relationship to said centerline.
7. A boundary line adjustment map may contain conveyance language that provides for the transference of property between the affected lots. Please be advised that when the BLA involves exchanging property with another landowner, the applicant will need to record a quit claim deed and file a real estate excise tax affidavit along with the BLA. This is how the property is actually conveyed from one property owner to another. An approved BLA does not convey the property.
8. The City of Auburn may require an updated title report prior to final approval at its discretion.
9. All newly established lot corners shall be permanently marked with the land surveyor's registration number. When the boundary lines follow a meandering line, the "corners" shall be set as directed by the City of Auburn.



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## BOUNDARY LINE ADJUSTMENT APPLICATION

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# BOUNDARY LINE ADJUSTMENT - DECISION CRITERIA

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Per ACC 17.06.010, the boundary lines separating two or more lots of record may be adjusted under the provisions of this chapter; provided, that such adjustment:

- A. Will not result in the creation of any additional lot, tract, parcel, site or division;
- B. Will not create any lot, tract, parcel, site or division which contains insufficient area and dimensions to meet the requirements of ACC Title 18;
- C. Will not adversely affect storm drainage, water supply, existing or future sanitary sewage disposal, access easements for vehicles, utilities and fire protection;
- D. Will not create or diminish any easement or otherwise deprive any parcel of access or utilities;
- E. Will be consistent with any applicable health, building or similar regulations; and,
- F. Will not increase the nonconforming aspects of an existing nonconforming lot unless, as a result of the boundary line adjustment one parcel becomes more conforming while another parcel remains nonconforming.