



CITY OF AUBURN

Planning & Development Department
Auburn City Hall Annex, 2nd 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 ELIMINATION APPLICATION

APPLICATION –BOUNDARY LINE ELIMINATION (BLE) INTRODUCTION

(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 elimination?

Boundary line elimination (BLE) is the removal of one or more interior lot lines of two or more separate lots with contiguous ownership.

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 Elimination 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?

An application for a boundary line elimination is evaluated on the basis of the information provided by the applicant, and compliance with Title 18 (Zoning) of the Auburn City Code. No other review process under this title shall be required for boundary line eliminations. The Planning Director’s decision may be appealed to the Hearing Examiner.

How is the BLE recorded?

The City will record the BLE drawing and any associated documents with the respective county (King or Pierce). Required fees associated with recording of the BLE 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



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

BOUNDARY LINE ELIMINATION 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: _____ | | | _____ |
| ASSESSOR'S PARCEL ID# | LOT SIZE | ZONING DISTRICT | PROPOSED USE OF SITE: _____ _____ _____ |
| _____ | _____ | _____ | |
| _____ | _____ | _____ | |
| _____ | _____ | _____ | |
| _____ | _____ | _____ | |

AREA TO BE DEVELOPED (s.f.): _____

EXISTING USE OF SITE: _____



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BOUNDARY LINE ELIMINATION – 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 ELIMINATION – CONCURRENT APPLICATIONS

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 ELIMINATION APPLICATION – SUBMITTAL CHECKLIST

DIGITALCOPIES 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 elimination 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 Elimination 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.
- 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, labeling the parcels specifically as "Parcel A," "Parcel B," etc. for the properties being affected, which shall be prepared by a professional land surveyor licensed in the State of Washington.
- 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 MEETING SUMMARY NOTES.** Provide a copy of the pre-application conference meeting summary notes if a pre-application conference meeting was held.



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**BOUNDARY LINE ELIMINATION
APPLICATION SUBMITTAL - CHECKLIST CONTINUED**

- G. DECLARATION OF LOT COMBINATION** - This is the title document to be recorded and it is to contain the following:
 - Existing and revised lot descriptions;
 - Existing property lines;
 - Revised property lines;
 - Signature line for all property owners; and,
 - Scaled drawing(s) prepared and stamped by a professional surveyor licensed in the State of Washington clearly showing the existing and eliminated property lines. Drawing must be to scale (engineering scale) and preferably be on letter sized paper 8.5" x 11" and should not exceed a maximum sheet size of 18" x 24". The text size in the document shall be no smaller than 0.08" (1/12 inch) to provide archival quality. The scale shall be no less than 1" = 100'. If more than one (1) sheet is needed for drawings, 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 elimination shall be accurate, legible, and drawn to an engineering (decimal) scale.

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