



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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BOUNDARY LINE ELIMINATION APPLICATION – SUBMITTAL CHECKLIST

DIGITAL COPIES OF WRITTEN MATERIALS AND PLANS & GRAPHICS.

- Provide electronic files of all submitted written materials and plans and graphics for use by the City of Auburn during the development review process. Staff will use this information in report preparation and public noticing so please be sure to provide current and accurate information. Documents totaling less than 20 MBs may be attached to the email submittal to applications@auburnwa.gov. If total file size is more than 20 MBs then email only the application form to applications@auburnwa.gov and you will be provided with a Dropbox link to upload all of the documents. Please allow until the end of the following business day for a Permit Technician to contact you with further instructions and to arrange payment and complete the intake process.

PDF REQUIREMENTS.

- All documents shall be submitted in *unsecured* and *flattened* PDF format. Each document shall be separate PDF documents and clearly named by document title (common acronyms are OK, e.g. SSP – Stormwater Site Plan/Report, *Geotech* – Geotechnical Report, *TIA* – Traffic Impact Analysis/Study/Memo, *CAR* – Critical Areas Report).
Example: Smith Building – Prelim SSP.pdf

WRITTEN MATERIALS

- A. **APPLICATION FORM.** Provide a completed Master Land Use Application Form

- 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** 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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APPLICATION**

**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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