



CITY OF DAYTON DEPARTMENT OF PLANNING

111 S. 1ST Street, Dayton, WA 99328
509-540-6747 kscharer@daytonwa.com

BOUNDARY LINE ADJUSTMENT (BLA) (TYPE I DECISION)

What does Type I refer to?

Type I land division decision is administrative decision made by the City which is not subject to environmental review under the State Environmental Policy Act codified at Chapter 43.21C RCW.

What is boundary line adjustment?

Boundary line adjustment (BLA) is the relocation of one or more lot lines between two or more legal separate lots with contiguous ownership. A BLA may not result in the creation of a lot.

Can I submit electronic copies of the application materials?

Check with the Planning Department to be sure that your application can in part be submitted electronically. In all cases, a minimum of one hard copy is required of each document.

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

Typically within 15 calendar days after submitting all of the written and plan information listed in the BLA Application Submittal Checklist you will be notified if the BLA is complete. 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 19-08 of the Dayton Municipal Code. 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; will not adversely affect storm drainage, water supply, existing or future sanitary sewage disposal, access easements 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.

The Planning Director's decision may be appealed to the Hearing Examiner. Once the approval is granted, the city will provide direction for submittal of BLA documents for recording.

How is the BLA recorded?

The City will either record the BLA drawing and any associated documents with Columbia County or have the applicant record the documents. Required recording fees associated with of the BLA are the responsibility of the applicant. Contact Columbia County for their current fee schedule.

PLEASE NOTE: Applicants are responsible for complying with all applicable 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 Dayton Planning Department.

QUESTIONS? PHONE 509-540-6747 or E-MAIL kscharer@daytonwa.com



CITY of DAYTON - BOUNDARY LINE ADJUSTMENT (BLA) APPLICATION – SUBMITTAL CHECKLIST

APPLICATION FEES - Make checks payable to the City of Dayton

- All application fees, including, but not limited to: Boundary Line Adjustment Fee. Some fees will not be invoiced until actual costs are known. Current fee schedule can be found @ www.daytonwa.com.

WRITTEN MATERIALS – Total of three (3) copies, unless otherwise noted

- A. **MASTER LAND USE & PERMIT APPLICATION FORM** - **Completed** with form signed by the property owner(s) and/or applicant.
- B. **OWNER AUTHORIZATION & ACCEPTANCE of RESPONSIBILITY** - **Completed** including required signatures.
- C. **BOUNDARY LINE ADJUSTMENT APPLICATION FORM** – **completed**, as requested.
- D. **LEGAL DESCRIPTIONS** Provide the original legal description of the original parcels and the proposed legal descriptions for each separate revised parcel.

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. *The proposed legal descriptions shall be prepared by a professional land surveyor licensed in the State of Washington unless the Planning Director determines the requirement is unnecessary.*

- E. **TITLE INSURANCE REPORT (2 Copies)**. A title report, with liability for errors not to exceed the assessed value of the lots on the date of application. *An updated current Title Insurance Certificate to within 30 days for each lot involved will be required prior to recording.*
- F. **PRE-APPLICATION CONFERENCE MEETING SUMMARY NOTES**. If a meeting was held and notes were issued, provide a copy of meeting notes.
- 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 purchasers of the method of maintenance of the private road.



**CITY of DAYTON - BOUNDARY LINE ADJUSTMENT (BLA)
APPLICATION – SUBMITTAL CHECKLIST
CONTINUED**

BOUNDARY LINE ADJUSTMENT (BLA) DRAWING – INCLUDE THREE (3) COPIES OF THE EXISTING and PROPOSED LOT MAP PAGES (drawn to a standard engineering scale minimum of 1" = 40' on an 8.5"x 11" plan or an 18" x 24" plan. Drawings must include the following:

- A drawing of EXISTING PARCELS/LOTS with property/lot lines and existing parcels/lots together with TAX PARCEL NUMBERS of the parcels being altered.
- A drawing of the NEW PARCEL exterior parcel lot lines. Dashed for existing lines that are being adjusted and solid for proposed new lines. Identify parcels as Lot A, Lot B, etc.
- Lot area and dimensions of all existing and proposed lots.
- Bearings and distances of all existing and proposed lot lines where the property description is based on a metes and bounds legal description.
- Show existing and proposed easements/restrictions, including, but is not limited to location of access easements, existing wells, septic tanks and/or drainfields; and distances to property lines (include documentation of such easements/restrictions).
- Existing structures, use of each structures and distances to property lines.
- Adjacent street names and locations.
- A NORTH ARROW shall be shown on each drawing. The drawing shall be drawn with north oriented to the top of the sheet.
- If the property is within the jurisdiction of the Shoreline Management Act, include:
 - Location of water body and Ordinary High Water Mark (OHWM)
 - Shoreline Jurisdiction, typically 200' from OHWM
 - Shoreline Environmental Designation, i.e., Urban, Rural, Conservancy or Natural.
 - Location of any improvements (bulkheads, levee, etc.).



APPLICATION –BOUNDARY LINE ADJUSTMENT

PROPERTY INFORMATION (REQUIRED)

ATTACH THIS SHEET TO THE MASTER LAND USE APPLICATION

FILE # _____

1. Provide the following information for each parcel:

SITE ADDRESS: _____

ASSESSOR'S PARCEL ID# _____ **LOT SIZE** _____ **ZONING** _____

SITE ADDRESS: _____

ASSESSOR'S PARCEL ID# _____ **LOT SIZE** _____ **ZONING** _____

SITE ADDRESS: _____

ASSESSOR'S PARCEL ID# _____ **LOT SIZE** _____ **ZONING** _____

2. PROPOSED USE OF SITES:

3. EXISTING USE OF SITES:

4. AREA TO BE DEVELOPED (s.f.), if applicable: _____

Signature of Applicant _____ *Date* _____

Applicant's Name (printed) _____

--- ATTACH THIS SHEET TO THE MASTER LAND USE APPLICATION ---