



CITY OF DAYTON DEPARTMENT OF PLANNING

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

BOUNDARY LINE ELIMINATION (TYPE I DECISION)

What does Type I refer to?

Type I land use or 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 is the removal of one or more interior lot lines of two or more separate lots with contiguous ownership. Properties are merged into one.

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?

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 (BLE) Application Submittal Checklist": Typically within 7 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. (State allows for 28 days from receiving your application)

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 11 (Zoning) of the Dayton Municipal Code, and shorelines master program. No other review process under this title shall be required for boundary line eliminations. BLE's do not address floodplains, critical area or other codes. Such reviews are completed with other types of development applications and permits.

The Planning Director's decision may be appealed to the Hearing Examiner.

How is the BLE recorded?

The City will either record the BLE drawing and any associated documents with Columbia County or have the applicant record the documents. Required fees associated with recording of the BLE are the responsibility of the applicant.

CAUTION: Applicants may wish to obtain a full title report and have the Lot Line Elimination application materials reviewed by an attorney, a licensed land surveyor, and/or title officer to ensure that all deeds, legal descriptions, and maps are correct and accurate, and to fully understand the contents of all forms and documents. The accuracy of all deeds, legal descriptions, and maps is the responsibility of the applicant. The City of Dayton assumes no liability for any errors or complications that arise from their form. The applicant understands that the result of recording the Lot Line Elimination may be used to prohibit subsequent conveyances of the property, in any form other than as the NEW PARCEL.

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



CITY of DAYTON - BOUNDARY LINE ELIMINATION APPLICATION – SUBMITTAL CHECKLIST

APPLICATION FEES - Make checks payable to the City of Dayton

- All application fees, including, but not limited to: Boundary Line Elimination Fee. Some fees will not be invoiced until actual costs are known. Current fee schedule can be found @ www.daytonwa.com under 2014 Fee Schedule.

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 ELIMINATION APPLICATION FORM – completed**, as requested.
- 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**. If a meeting was held and notes were issued, provide a copy of meeting notes.
- G. **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.
- H. **DECLARATION OF LOT MERGER (*lot line elimination*)** - This is the title document to be recorded and it is to contain the following:
- Scaled drawing(s) 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” = 50’. 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 an appropriate engineering scale, shall be provided. A one inch border on all sides is required. The drawings shall include the following information;
 - Signature line for all property owners;
 - Existing and revised lot legal descriptions.
 - A drawing of EXISTING PARCELS/LOTS with property/lot lines and existing parcels/lots;
 - A drawing of the NEW PARCEL exterior parcel lot lines.
 - Location of all streets and structures shall be shown. The drawing(s) shall clearly show property dimensions, distances from all structures to property lines, and the use of all structures.
 - A NORTH ARROW shall be shown on each drawing. The drawing shall be drawn with north oriented to the top of the sheet.
 - TAX PARCEL NUMBERS of the parcels being altered by the lot line elimination shall be shown.



APPLICATION –BOUNDARY LINE ELIMINATION

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 _____

SITE ADDRESS: _____

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

2. PROPOSED USE OF SITE:

3. EXISTING USE OF SITE: _____

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

CAUTION: Applicants may wish to obtain a full title report and have the Lot Line Elimination, Restrictive Covenants and other application materials reviewed by an attorney, a licensed land surveyor, and/or title officer to ensure that all deeds, legal descriptions, and maps are correct and accurate, and to fully understand the contents of all forms and documents. The accuracy of all deeds, legal descriptions, and maps is the responsibility of the applicant. The City of Dayton assumes no liability for any errors or complications that arise there from. The applicant understands that the result of recording the Lot Line Elimination may be used to prohibit subsequent conveyances of the property, in any form other than as the NEW PARCEL.

Signature of Applicant _____ Date _____

Applicant's Name (printed) _____

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