

CITY OF BRIDGEPORT

What Is a Boundary Line Adjustment?

A boundary line adjustment is a legal method to make minor changes to existing property lines. A boundary line adjustment is defined in the *Bridgeport Municipal Code* (BMC) as “a minor adjustment of one property line between two lots in which no third party ownership or additional building site results” (Chapter 16.08 BMC).

When is a Boundary Line Adjustment appropriate?

A boundary line adjustment may be used to combine parcels to create a buildable lot. It may also be used to move a property line to follow an existing fence line, to remedy a boundary line dispute, or to adjust property size and/or shape for owner convenience; to move a property line around a structure to meet required setbacks; or to sell a small section of property to an adjacent property owner. *Note that real estate excise tax applies to boundary line adjustments if there is consideration (other than resolution of a dispute), such as in the case of a sale or trade of property.*

Permitting process

Boundary line adjustments must be approved by the Plat Administrator charged with administering the City’s development regulations. The applicant must demonstrate that the boundary line adjustment request is consistent with the criteria for approval that are contained in Bridgeport’s Municipal Code. The process is outlined below. If you have questions, please contact City staff by coming to City Hall at 1206 Columbia Avenue, or call (509) 686-4041. Business hours are 8:30 a.m. to noon and 1:00 p.m. to 4:30 p.m., and a member of staff who speaks Spanish is available by appointment.

Pre-application conference

A preapplication conference can help both the applicant and the Plat Administrator understand the proposed adjustment, and clarify the requirements for a complete application. Preapplication conferences for boundary line adjustments are optional, and requests for conferences will be considered on a time-available basis by the Plat Administrator. Please call (509) 686-4041 if you would like to request a preapplication conference.

Application submittal

A boundary line adjustment application must be submitted on a form provided by the Plat Administrator, and must be accompanied by the application materials listed below, under the heading “Submittal requirements.”

Staff review

Once the City has accepted a complete application with city application fee paid, the City’s Plat Administrator will review the application to determine whether it meets the City’s criteria. In order to approve a Boundary Line Adjustment, the Plat Administrator must determine that the proposed adjustment meets the requirements specified in Section 16.24.030(A) of the City’s code. (See “*Bridgeport Municipal Code*”, below.)

If the Plat Administrator finds that any of the required conditions are not met, he/she will deny the boundary line adjustment application and inform the applicant of the applicable review process.

Decision

Within fifteen days of accepting a boundary line adjustment application, the City’s Plat Administrator will either return an approved boundary line adjustment to the applicant to record with the Douglas County Auditor or return the application to the applicant for further information. The applicant shall assume any costs required by the recording of the approved boundary line adjustment paid to the City.

Appeal

The Plat Administrator’s decision may be appealed by a party of record with standing to file a land use petition in Douglas County Superior Court. Such petition must be filed within twenty-one days of issuance of the decision, as provided in Chapter 36.70C RCW as it now exists or as may be hereafter amended.

CITY OF BRIDGEPORT

Submittal requirements

To apply for a boundary line adjustment, you must submit the following to the Plat Administrator:

1. A completed project permit application form.
2. Either a record of survey or a map of the boundary line adjustment (see “Boundary Line Adjustment map minimum requirements” below for information to include). *The Plat Administrator may waive the requirement for a survey when he/she finds that there is adequate proof that at least two of the parcel’s boundaries have been sufficiently surveyed in a previous survey and that at least one corner of the parcel can be established.*
3. Evidence of adequate water supply.
4. Evidence of ability to comply with the City’s water and sewer requirements.
5. Information on the capacity of existing stormwater conveyance and control facilities and evidence of ability to comply with the City’s stormwater drainage and disposal requirements.
6. A sworn statement made before a notary public and under penalty of perjury by the applicant(s) that the property affected by the application is in the exclusive ownership of the applicant(s), and hold the City harmless. *Please use attached form(s).*
7. The applicable fee as established by City Council ordinance or resolution.
8. **ALL TAXES AND ASSESSMENTS FOR THE YEAR MUST BE PAID** to Douglas County Treasurer pursuant to RCW 84.56.345.

Boundary Line Adjustment map minimum requirements

Where there is no record of survey establishing the location and boundaries of the parcel(s) involved in the boundary line adjustment on file with the Douglas County Auditor, the applicant must submit a map of the boundary line adjustment. The map must be drawn in permanent black ink. The following information must be on or accompanying the map:

1. A legal description of the revised parcel(s) involved in the boundary line adjustment and sufficient information to locate each lot or tract.
2. A surveyor’s certificate and any certificates and other information that may be required to establish the location and boundaries the parcel(s) involved in the boundary line adjustment.
3. The locations and sizes of all lots, tracts, parcels, private or public roadways, and easements. All boundary lines shall be referenced with proper bearings and distances.
4. Approval certificate for the plat administrator—*please see Section 16.24.020(D) of the Bridgeport Municipal Code, below.*
5. The following two statements:
 - a. “The parcel resulting from the boundary line adjustment may not be sold or conveyed separately from the parcel to which it has been added without prior approval of the city.”
 - b. “The boundaries of the parcels resulting from the boundary line adjustment may not be further adjusted without additional review by the city.”
6. Other information as deemed necessary to clarify or complete the application, which may include information about shoreline areas and critical areas (critical aquifer recharge areas, fish and wildlife habitat conservation areas, frequently flooded areas, geologically hazardous areas, and wetlands) that could limit the developable area of the parcel.

When Recorded Please Return to:

City of Bridgeport
PO Box 640
Bridgeport, WA 98813

Date Received: _____

Receipt #: _____

Application #: BLA _____

**CITY OF BRIDGEPORT
BOUNDARY LINE ADJUSTMENT FORM**

Step 1: Submit the completed form and applicable fee to the City of Bridgeport, 1206 Columbia Ave., Bridgeport, WA 98813. The form must be filled out using **black ink**. All pages including any attachments must have a minimum 1 inch border on all sides.

Sept 2: Upon a determination that the application is complete and the proposed adjustment meets the criteria for a boundary line adjustment, a file number will be assigned for processing. The City will contact you if the BLA is approved. The applicant is responsible for having the documents recorded at the Douglas County Auditor's office and paying those fees. Douglas County may require additional documents to complete the Boundary Line Adjustment and transfer the property. **The Boundary Line Adjustment is not complete until recorded by the Auditor.** A copy of the recorded document will be provided to the Applicant once the original is returned to the City by the Auditor's office.

Note: Attach Separate page if more than 2 parcels are involved.

All persons holding a financial interest in the properties involved must be listed.

Parcel <u>A</u> (Grantor)
Property Owner:
Name: _____
Address: _____

Phone: _____
Present Lot Area: _____
Proposed Lot Area: _____
Present Lot Width: _____
Proposed Lot Width: _____
Present Lot Depth: _____
Proposed Lot Depth: _____
Legal Description (abbreviated): _____

Property Address: _____
Tax Parcel #: _____
Zoning Code: _____

Parcel <u>B</u> (Grantee)
Property Owner:
Name: _____
Address: _____

Phone: _____
Present Lot Area: _____
Proposed Lot Area: _____
Present Lot Width: _____
Proposed Lot Width: _____
Present Lot Depth: _____
Proposed Lot Depth: _____
Legal Description (abbreviated): _____

Property Address: _____
Tax Parcel #: _____
Zoning Code: _____

Approved By: _____, **Clerk/Treasurer** **Date:** _____

CITY OF BRIDGEPORT ~ BOUNDARY LINE ADJUSTMENT FORM - Continued

Application #: BLA _____

All persons holding a financial interest in the properties involved must be listed.

Parcel ____ (Grantor)
Property Owner:
Name: _____
Address: _____

Phone: _____
Present Lot Area: _____
Proposed Lot Area: _____
Present Lot Width: _____
Proposed Lot Width: _____
Present Lot Depth: _____
Proposed Lot Depth: _____
Legal Description (abbreviated): _____

Property Address: _____
Tax Parcel #: _____
Zoning Code: _____

Parcel ____ (Grantee)
Property Owner:
Name: _____
Address: _____

Phone: _____
Present Lot Area: _____
Proposed Lot Area: _____
Present Lot Width: _____
Proposed Lot Width: _____
Present Lot Depth: _____
Proposed Lot Depth: _____
Legal Description (abbreviated): _____

Property Address: _____
Tax Parcel #: _____
Zoning Code: _____

Parcel ____ (Grantor)
Property Owner:
Name: _____
Address: _____

Phone: _____
Present Lot Area: _____
Proposed Lot Area: _____
Present Lot Width: _____
Proposed Lot Width: _____
Present Lot Depth: _____
Proposed Lot Depth: _____
Legal Description (abbreviated): _____

Property Address: _____
Tax Parcel #: _____
Zoning Code: _____

Parcel ____ (Grantee)
Property Owner:
Name: _____
Address: _____

Phone: _____
Present Lot Area: _____
Proposed Lot Area: _____
Present Lot Width: _____
Proposed Lot Width: _____
Present Lot Depth: _____
Proposed Lot Depth: _____
Legal Description (abbreviated): _____

Property Address: _____
Tax Parcel #: _____
Zoning Code: _____

CITY OF BRIDGEPORT ~ BOUNDARY LINE ADJUSTMENT FORM – Continued

Application #: BLA _____

PRESENT LEGAL DESCRIPTION:

<p>ORIGINAL PARCEL ____</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>ORIGINAL PARCEL ____</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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NEW LEGAL DESCRIPTION:

<p>NEW PARCEL ____</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>NEW PARCEL ____</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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CITY OF BRIDGEPORT ~ BOUNDARY LINE ADJUSTMENT FORM – Continued

Application #: BLA _____

**ACKNOWLEDGEMENT AND AGREEMENT AND
STATEMENT OF CONSENT AND WAIVER OF CLAIMS**

The owners of property described herein do acknowledge and hereby agree that: (1) the resulting boundary line adjustment will not create additional parcels of land nor will the resulting parcels be inconsistent with development regulations in the Bridgeport Municipal Code; (2) the boundary line adjustment does not remove or impinge upon any easements, covenants, restrictions or encumbrances affecting any of the subject parcels; (3) payment of all taxes and assessments owing on the subject properties is a condition of the adjustment of lot lines; and (4) the boundaries of the parcels resulting from the boundary line adjustment may not be further adjusted without additional review by the city.

I (We), the owners(s) of all the property described herein do hereby acknowledge and agree to hold City of Bridgeport harmless in any cause of action arising out of the boundary line adjustment or recordation of same. Furthermore, I (we) the owner(s) of all the property involved in this boundary adjustment; hereby consent to the adjustment of property lines as proposed in this application.

Property A

Property B

Owner

Owner

Owner

Owner

State of _____

County of _____

On this day personally appeared before me _____ to me known to be the individual, or individuals described in and who executed the within and foregoing instrument, and acknowledged to me that he/she/they signed the same as his/her/their free and voluntary act and deed, for the uses and purposes therein mentioned. Signed and sworn to (or affirmed) before me on this _____ day of _____, 20__.

(Seal)

Signature of Notary Public

My commission expires: _____

State of _____

County of _____

On this day personally appeared before me _____ to me known to be the individual, or individuals described in and who executed the within and foregoing instrument, and acknowledged to me that he/she/they signed the same as his/her/their free and voluntary act and deed, for the uses and purposes therein mentioned. Signed and sworn to (or affirmed) before me on this _____ day of _____, 20__.

(Seal)

Signature of Notary Public

My commission expires: _____

CITY OF BRIDGEPORT ~ BOUNDARY LINE ADJUSTMENT FORM – Continued

Application #: BLA _____

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STATEMENT OF CONSENT AND WAIVER OF CLAIMS**

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Property _____

Property _____

Owner _____

Owner _____

Owner _____

Owner _____

State of _____

County of _____

On this day personally appeared before me _____ to me known to be the individual, or individuals described in and who executed the within and foregoing instrument, and acknowledged to me that he/she/they signed the same as his/her/their free and voluntary act and deed, for the uses and purposes therein mentioned. Signed and sworn to (or affirmed) before me on this _____ day of _____, 20__.

(Seal)

Signature of Notary Public

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State of _____

County of _____

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(Seal)

Signature of Notary Public

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