



400 N Mill St
PO Box 229
Colfax, WA 99111
(509) 397-3861

Boundary Line Adjustment

WHAT IS A BOUNDARY LINE ADJUSTMENT?

A Boundary Line Adjustment is the relocation of the boundaries of a lot that does not result in the creation of any additional lot or lots.

Pre-Application

Applicants for all boundary line adjustments are encouraged to contact the Building & Community Development Associate or City Administrator prior to submitting an application to discuss the nature of the proposed adjustment, as well as the review process.

Application Procedure

File a completed Boundary Line Adjustment Application with \$75.00 fee with the city clerk

- Phone: 509-397-3861
- Email: clerk@colfaxwa.org

WHO MAKES THE DECISION The City Administrator and Building & Community Development Associate will review the application and will either approve or deny the boundary line adjustment based on the submitted application documents. Notification of decision will be given to applicant within 15 days of having received a completed application form. The application will be evaluated on the basis of the information provided, the criteria listed in the pertinent sections of the Colfax Comprehensive Plan, other applicable city regulations, and inspection of the property. If boundary line adjustment is denied, appeals may be made to the Board of Adjustment. Appeal must be submitted to the Board of Adjustment through the Building Department within 15 days of the decision. Following a public hearing, the Board of Adjustment may affirm or reverse the administrative decision. The decision made by the board of adjustment is final and no further appeal may be made.

SUBMITTAL REQUIREMENTS

Application for a boundary line adjustment shall be made on the forms included in this application packet, and shall be submitted to the Building Department together with the applicable fee. The application shall include the following:

1. An information title report showing ownership and the legal descriptions of record for the affected parcels.
2. The signatures of all the owners of the properties affected, or their authorized representatives, on the boundary line application indicating consent to apply for the proposal.
3. An adjusted legal description of the lots affected by the boundary line prepared by a registered Washington State land surveyor or title company.
4. A property survey map of the proposed boundary line adjustment prepared by a Washington State licensed land surveyor, unless it is determined by the City Administrator that a survey is not necessary because the proposed boundary line adjustment involves only the minor shifting of common property lines between parcels that are a part of a recorded survey or platted subdivision, in which case the proposed boundary line adjustment shall be shown on a copy of a recorded survey or recorded plat for the lots involved. The survey map or other accepted drawing of the proposed boundary line adjustment shall be drawn to scale with accurate dimensions and shall contain the following information:
 - a. Existing property lines that are to be changed or removed shall be shown as a dashed line (- - -, etc.).
 - b. Existing property lines that will not be changed shall be shown as a solid line.
 - c. Proposed property lines shall be shown as a bold double line, (====).
 - d. A north arrow and approximate scale shall be shown.
 - e. Adjacent property owners shall be identified and labeled.
 - f. The size, location, and configuration of all structures existing upon the affected lots showing the distance of structures to existing and proposed property lines and from each other.
 - g. Lot dimensions must be shown and labeled.
 - h. All site utilities—well and water lines, sewage lines, septic tank and drain field; gas, electrical, telephone, cable TV lines, driveways, road access, and easements must be located and described on the survey map.
 - i. Existing and proposed legal descriptions must be described.
 - j. A title of "Boundary Line Adjustment Survey" when a survey is required, or "Boundary Line Adjustment" when a survey is not required. A space shall be provided on the survey for the Building Department filename for that specific boundary line adjustment.



Application Received

BLA # _____

Application Accepted

City of Colfax
400 N. Mill St.
Colfax, WA 99111

Application for Boundary Line Adjustment

APPLICANT

YOUR NAME(Please write above this line)	PHONE#	
BUSINESS NAME	FAX#	
MAILING ADDRESS		
CITY	WA	ZIP
E-MAIL ADDRESS		
SIGNATURE (ORIGINAL REQUIRED)	DATE	
Note: I consent to an on-site inspection by an employee(s) of the City of Colfax		

PROPERTY OWNER 1
(If different than applicant)

YOUR NAME(Please write above line)	PHONE#	
BUSINESS NAME	FAX#	
ADDRESS		
CITY	WA	ZIP
E-MAIL ADDRESS		
SIGNATURE (ORIGINAL REQUIRED)	DATE	
Note: I consent to an on-site inspection by an employee(s) of the City of Colfax		

PROPERTY OWNER 2

YOUR NAME	PHONE#	
BUSINESS NAME	FAX#	
ADDRESS		
CITY	WA	ZIP
E-MAIL ADDRESS		
SIGNATURE (ORIGINAL REQUIRED)		DATE
<p>Note: I consent to an on-site inspection by an employee(s) of the City of Colfax</p>		

PROPERTY/ZONING DATA

Property Address 1

Location Description

Property Address 2

Location Description

MAP & TAX LOT	SITE (ACRES)	ZONING PROPERTY INFORMATION		
		CITY ZONING DESIGNATION	CURRENT USE	PROPOSED USE
1.				
2.				
3.				
4.				
REASON FOR BOUNDARY LINE ADJUSTMENT				

EXHIBIT A
PETITION FOR BOUNDARY LINE ADJUSTMENT

We, the undersigned owners of the properties subject to this application petition and consent to a boundary line adjustment of said properties. A map is attached, marked Exhibit B, showing the current and proposed boundary lines. We declare under penalty of perjury under the laws of the State of Washington as follows;

1. I am the owner of the property or properties subject to this 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 hereby grant permission for representatives of the City of Colfax 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/or post public notices as may be required in connection with review of this application and for compliance with the terms and conditions of permits and approvals issued for the project.

1. Printed Name _____ Signature _____
Address _____ Date _____
Property Description _____
(Section and tax lot number or subdivision and lot number)

2. Printed Name _____ Signature _____
Address _____ Date _____
Property Description _____
(Section and tax lot number or subdivision and lot number)

3. Printed Name _____ Signature _____
Address _____ Date _____
Property Description _____
(Section and tax lot number or subdivision and lot number)

EXHIBIT B

**MAP OF CURRENT AND PROPOSED
PROPERTY BOUNDARY LINES PROVIDED BY APPLICANT**

PROPOSED BOUNDARY LINE ADJUSTMENT NAME _____

*Please attach a property survey map of proposed boundary line adjustment, prepared by a
Washington State licensed surveyor

(See Page 2 of this document for map requirements)

EXHIBIT C

CURRENT AND PROPOSED LEGAL DESCRIPTIONS OF PROPERTY

PROPOSED BOUNDARY LINE ADJUSTMENT NAME _____

*Please attach full legal descriptions of current and proposed properties to this section

Signatures and Notary Seal

I (We) certify that all of the above statements and statements on any documents or drawings submitted herewith are true to the best of my (our) knowledge and belief.

Name of Applicant

Signature of Applicant and Date

Name of Property Owner

Signature of Property Owner and Date

SIGNATURE BY THE APPLICANT INDICATES THAT HE/SHE HAS READ AND UNDERSTANDS THE REQUIREMENTS AND PROCESS OF A BOUNDARY LINE ADJUSTMENT.

NOTARY _____

STATE OF _____)

COUNTY OF _____)

I, the undersigned, a Notary Public, in and for said County, in the State aforesaid, DO HEREBY CERTIFY THAT _____ is/are personally known to me, that said person(s) appeared before me this day in person and severally acknowledged that he/she/they signed and delivered the forgoing owners authorization above as his/her/their free and voluntary act for the uses and purposes herein set forth.

Given under my hand and Notary Seal, this _____ day, of 20_____ .

NOTARY SEAL

Signature of Notary Public