



Planning & Development Services Fact Sheet
Community Development Division

PL# _____ - _____

Date Received

- | | |
|---|---|
| <input type="checkbox"/> Administrative Decision | <input type="checkbox"/> Preliminary Plat |
| <input type="checkbox"/> Agricultural Variance | <input type="checkbox"/> Shoreline Exemption |
| <input type="checkbox"/> Binding Site Plan | <input type="checkbox"/> Shoreline Substantial Use Permit |
| <input type="checkbox"/> Boundary Line Adjustment | <input type="checkbox"/> Short CaRD |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Short Plat |
| <input type="checkbox"/> Long CaRD | <input type="checkbox"/> Special Use Permit Level I |
| <input type="checkbox"/> Lot Certification | <input type="checkbox"/> Special Use Permit Level II |
| <input type="checkbox"/> Modification | <input type="checkbox"/> Variance Level I |
| <input type="checkbox"/> Open Space | <input type="checkbox"/> Variance Level II |
| <input type="checkbox"/> Pre-application Review | <input type="checkbox"/> Other _____ |

Brief project description: _____

Applicant Name: _____

Other Related Permits or Approvals: _____

Parcel ID#: _____ Assessor Tax #: _____ - _____ - _____ - _____

Parcel ID#: _____ Assessor Tax #: _____ - _____ - _____ - _____

Section ____ Township ____ Range ____ Comprehensive Plan/Zoning Designation: _____

Site Address: _____

Lot of Record: Yes No Urban Growth Area: Yes No If yes, City: _____

Comp Plan/Zoning within 200 feet: _____

Mineral Resource Overlay within ¼ mile: Yes No Critical Area/Water within 200 feet: Yes No

Pre-application meeting required? Yes No Meeting verification form enclosed? Yes No

Acreage / Lot Dimensions: _____

Flood Zone: _____ FIRM Map Panel #: _____ Map Date: _____

Road access: Private County – Permit #: _____ State – Permit #: _____

Water Source: Drilled well - Permit #: _____ Community Well Public PUD #1 Anacortes

Sewage Disposal: Septic – Permit #: _____ Public Sewer: _____

Legal Description: _____

_____ (Attach additional sheet if necessary)



Planning & Development Services
Community Development Division

Applicant

Name

Address

Phone

Fax

e-mail address

Signature

Owner

Name

Address

Phone

Fax

e-mail address

Owner

Name

Address

Phone

Fax

e-mail address

Contact

Name

Address

Phone

Fax

e-mail address



A. Map sets of properties prior to BLA.

Please submit **6 copies** of the site plan depicting the parcels **prior** to the Boundary line adjustment that includes the following:

- Indicate Assessor's Tax Account # and Property ID # s (P#) for parcels involved. Assessor tax account information can be found on your tax bill or by calling the Assessor at 360-336-9370.
- Indicated map scale. Use any appropriate scale and note it on you site plan. Example Scale: ¼" = 1'.
- Show and arrow indicating the North direction.
- Indicate property lines and site dimensions to scale based on current property lines.
- Depict names of adjacent roads.
- Show all easements (utility i.e. water, septic, drainage, dike (show toe of dike and distance to project) access, railroad, etc.
- Show location, dimensions and setbacks from property lines of all existing and proposed buildings or structures. Identify each building by use (house, barn, garage, etc) Indicate roof overhang lines and any decks, porches or retaining walls.
- Indicate the drinking water supply (existing and/or proposed, public or individual). Show all private well(s).
- Indicate method of sewage disposal: Private septic – show existing and proposed on-site sewage system(s). Include drain field replacement area(s).
- Identify any erosion or landslide areas as well as any potential unstable slopes greater than 15%.
- Show the location of all surface water within 200 feet of the property lines. Includes streams, lakes, ponds, swamps, wetlands, marine water and drainage ditches. For shoreline properties, show the ordinary high water mark (OHWM) and setbacks from OHWM to all structures, including neighbor's, within 300 feet from both side property lines.

B. Map sets showing BLA. Please submit **6 copies** of the site plan depicting the parcels **after** the boundary line adjustment. For recording purposes the map shall be no larger than 8 ½" X 14" unless the map is a formal Record of Survey. Please depict the following on the **after** map:

- Provide a copy of the BLA legal description of both parcels on the site plan map.
- Provide a map certificate that reads as follows:

Boundary Line Adjustment

Reviewed and Approved in Accordance with
SCC Chapter 14.18.700 on

_____, _____, 20_____.

Skagit County Planning & Development Services



- When lots are under separate ownership, a signature certificate authorizing the transfer of property ownership shall be placed on the boundary line map as follows:

Owner's Consent

Know all men by these presents that the undersigned Owners certifies that the Boundary Line Adjustment is made as a free act and deed, in witness whereof we have hereunto set our hands and seals this

_____ day of _____, 20__.

Owner

Owner

- Indicate Assessor's Tax Account # and Property ID # s (P) for both parcels involved. Assessor tax account information can be found on your tax bill or by calling the Assessor at 360-336-9370.
- Indicate map scale. Use any appropriate scale and note it on your site plan. Example – Scale: $\frac{1}{4}'' = 1'$.
- Show an arrow indicating the North direction.
- Indicate the property lines and site dimensions to scale of both the purchaser and seller's property after the BLA.
- Depict names of adjacent roads.

Procedures and Limitations of the Boundary Line Adjustment Process. Adjustment of boundary lines between adjacent lots shall be consistent with the following review procedures and limitations:

- Applications for boundary line adjustments shall be reviewed as a Level I permit as provided in SCC 14.06. The review shall include examination for consistency with SCC 14.16, Shoreline Management Master Program (SCC 14.26), applicable Board of Health regulations, and, for developed lots, uniform fire and building codes.
- Any adjustment of boundary lines must be approved by the Department prior to the transfer of property ownership between adjacent legal lots.
- A boundary line adjustment proposal shall not:

Result in the creation of an additional lot or substandard lot,
Result in a lot that does not qualify as a building site pursuant to Health Department requirements for sewer and water,
Reduce the overall area in a land division devoted to open space, or
Be inconsistent with any restrictions or conditions of approval for a recorded plat or short plat.



Review Process, Final Approval and Recording Required.

- Applicant submits a complete Boundary Line Adjustment application to the Planning and Development Services for review.
- The document is reviewed by the Planning Director or designee and if the review criteria are met, a stamp is affixed to the document indicating approval.
- If approved, the applicant takes stamped Boundary Line Adjustment to Skagit County Treasurer for excise tax approval, then records completed Boundary Line Adjustment with the Skagit County Auditor.

General Criteria for Approving Boundary Line Adjustments

- If both lots are substandard (lot width, lot area) in size for the zoning district and after the adjustments both lots are still substandard, then boundary line adjustment can be approved.
- If both lots are substandard (lot width, lot area) in size for the zoning district and after the adjustments one lot now meets or exceeds the minimum requirement, then the Boundary Line Adjustment can be approved.
- If both lots meet the minimum size requirements (lot width and lot area) for the zoning district and after the adjustment, one lot is now able to be further divided by the platting process and the remainder lot is meeting the minimum requirement, then the boundary line adjustment request can be approved.
- If both lots meet the minimum size requirement (lot width and lot area) for the zoning district and after the adjustment one lot is now substandard, the boundary adjustment is denied.
- If both lots meet the minimum size requirement (lot width and lot size) for the zoning district and after the adjustment each lot is still meeting or exceeding the minimum requirement, then boundary adjustment is approved.