

APPLICATION FEES

Total: \$200

**CITY OF PORT ANGELES
BOUNDARY LINE ADJUSTMENT
APPLICATION AND INSTRUCTIONS**

FOR OFFICE USE

ONLY

Received by: _____

A boundary line adjustment is a change in property lines that does not result in the creation or elimination of the original number of lots but is intended to adjust usually for the purposes of encroachment, misunderstanding of lot line location, or the acquisition of additional property that is not a full lot in size.

APPLICATION CONTENTS:

A preliminary drawing, or plat, must be submitted to the **City Department of Community Development that has been drawn** to identify the subject properties and the proposed adjustment. The preliminary drawing does not have to be to scale, but must be clear enough for staff to make a judgment as to the proposal. The preliminary plat shall be prepared **in black ink only** and submitted to the Department on paper no less than 8½" x 11" or larger than 11" x 17". If the original is larger than 11" x 17", a reduced original is required to a minimum of 8½" x 11". The following information must be clearly shown on the submittal:

- A north arrow;
- Location, width and purpose of all easements, existing and proposed;
- Approximate location and size of all utilities (water mains, sewers, etc.) adjacent to the site;
- The name and location of rights-of-way;
- Approximate locations of water courses, marshes, rock outcrops, wooded areas, natural retention areas, direction of drainage, culverts, houses, all non-residential land uses and all other significant features on and adjacent to the property;
- Approximate square footage and dimensions of each lot;
- Identification (address) of each lot.

REVIEW PROCESS:

The property owner shall submit a sketch of the proposal to the City Department of Community Development for review along with a **\$200 application fee**.

Department of Community Development staff will review the proposal with respect to the City's platting and other pertinent ordinances and determine if the proposal is in compliance with those ordinances. Staff will make a recommendation to the Director of the Department of Community Development who will authorize approval or denial of the proposal based on compliance with City requirements. The Director's decision is appealable to the City Council.

Following the Director's decision, a final mylar shall be prepared by a licensed surveyor and submitted to the City for authorizing signatures. When all needed signatures have been obtained, the final mylar shall be filed with the County Auditor and a paper copy returned to the City for local filing. Boundary Line Adjustments are not considered final by the City until the paper copy has been received for filing with the City.

The City's Boundary Line Adjustment information is codified as Chapter 16.12 of the Port Angeles Municipal Code.

City of Port Angeles
321 East Fifth Street, P.O. Box 1150
Port Angeles, Washington 98362
(360) 417-4750

BPA # _____
Date Rec'd _____

BOUNDARY LINE ADJUSTMENT APPLICATION

16.12 PAMC

Application must be printed in ink or typed

APPLICANT INFORMATION:

APPLICANT: _____ PH. #: _____

ADDRESS: _____

APPLICANT'S REPRESENTATIVE: _____ PH.#: _____

ADDRESS: _____

PROPERTY OWNER (If other than applicant) _____

ADDRESS: _____

PROPERTY INFORMATION:

Property address: _____

General location: _____

Legal description: _____

Parcel # _____

Property zoning: _____

Existing lot sizes Lot A _____ Lot B _____ Lot C _____ Lot D _____

Proposed lot sizes: Lot A _____ Lot B _____ Lot C _____ Lot D _____

Method of providing: Potable Water: _____ Sewer _____

Streets serving site: _____

I (WE) HEREBY CERTIFY that I (we) am (are) **the owner(s)** of the above-described property and request that the proposed BOUNDARY LINE ADJUSTMENT be approved. It is understood that wilful misrepresentation of the information will terminate the application.

Signed: _____

Signed: _____

Date: _____

I (WE) HEREBY CERTIFY that I (we) am (are) **the owner(s)** of the above-described property and request that the proposed BOUNDARY LINE ADJUSTMENT be approved. It is understood that wilful misrepresentation of the information will terminate the application.

Signed: _____

Signed: _____

Date: _____