

PROPERTY BOUNDARY LINE ADJUSTMENTS

The Board of County Commissioners April 26, 1993, adopted by resolution a procedure to authorize land owners to adjust the location of their property lines without the expense of a Short Plat. This procedure provides a record of that approval, but the owner(s) must file a quit claim deed with the Auditor to complete the process of property transfer to the adjacent owner(s). This procedure cannot be used for the creation of new or additional lots, and it is required that the resulting parcels meet zoning regulations for minimum parcel area and dimensions.

PROCEDURE

1. Any property owner, following chapter 18.35 of the subdivision code, may submit a sketch to scale, to Whitman County Planning, showing how property will be transferred (deeded) to result in a new boundary line between ownership parcels. Requirements are:
 - a) Sketch on 8.5x11" or 8.5x14" paper. If larger, there are two options: The drawing or survey could be reduced to paper sizes mentioned as long as the print is no smaller than 8-point font size. If a larger size survey or drawing is filed, it must be on mylar and will be filed as a survey, with a survey filing fee that is more expensive.
 - b) Property lines to be changed or removed shall be shown as a dashed line - - - -
 - c) Property lines not changed shall be shown as a solid line _____
 - d) Property lines in new locations shall be shown as a bold double line =====
 - e) North arrow and approximate scale;
 - f) Identify and label adjacent property owners;
 - g) Show distance (setback) of structures to existing and proposed property lines;
 - h) Label parcel dimensions;
 - i) Locate on sketch all site utilities: well and water lines; sewage lines, septic tank, and drainfield; gas, electrical, telephone, and cable TV lines; and easements.
 - m) Locate on sketch creeks, wetlands, drainages, water bodies, and any portions of the parcel with slopes greater than 25%.
 - n) Reference both existing and proposed legal descriptions.
2. The Planning Office is authorized to review the proposed boundary line adjustments or lot consolidations. Approval will be given as long as no new or additional lots are created, and if the provisions of the Zoning Ordinance are met. (Those provisions include, but are not limited to minimum lot dimensions, parcel size, setbacks, water and sewer requirements.) The application form has the approval language.
3. The Boundary Line Adjustment (BLA) Approval shall be filed by the applicant with the Whitman County Auditor (Legal Filings Division), along with the sketch, drawing, or survey and related documents such as legal descriptions and quit claim deeds. Paper copy is to be filed with mylars.
4. The Auditor shall furnish copies of the filed BLA to the Planning Office and County Assessor, for their files. The County Assessor will make the ownership change on their records for tax assessment purposes.

RETURN ADDRESS:
WHITMAN COUNTY PLANNING
310 NORTH MAIN STREET
COLFAX WA 99111

Whitman County Planning Office

Short Plat Exemption Application

Boundary Line Adjustment Approval Number: _____

First property owner name, address and phone #: _____

Second property owner name, address and phone #: _____

Tax parcel numbers and legal descriptions for each parcel.

Describe the land being altered or consolidated so that persons reading this document in the future will know what has been done and how it was done.

Page 2 of _ pages of Short Plat Exemption

State the reasons for this exemption and boundary line changes: _____

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

(Signature of first property owner)

(Date and place)

(Signature of second property owner)

(Date and place)

AUTHORIZATION:

Approved this date: _____

Disapproved this date: _____

Conditions of Approval: _____

Paper copy to be filed with mylars

Boundary Line Adjustment Approval No. _____

I certify that the proposed boundary line adjustment shown on the attached sketch does not require the filing of a short plat and does comply with the requirements of the Whitman County Subdivision Ordinance, Title 18, Chapter 18.35 Boundary Line Adjustment; with the Whitman County zoning Ordinance, Title 19, and with RCW 58.17.040(6). It is a boundary line adjustment or lot consolidation made for the purpose of adjusting ownership lines, that does not create any new or additional lot, tract, parcel, site or division, nor does it create any lot, tract, parcel, site, or division that contains area and dimensions insufficient to meet the minimum requirements of width and area for a building site. This approval by itself does not complete the proposed adjustment; this and the attached referenced documents must be filed by the owners with the Whitman County Auditor, and provide a recorded copy of the those filed documents (with the Auditor's recording number affixed) to the County Assessor in order to transfer ownership of the affected areas. A copy of the recorded BLA records shall also be provided to the County Planning Office to close the file.

Approved by: _____ Date: _____

Whitman County Planner