

Boundary Line Adjustment

What is a Boundary Line Adjustment?

A Boundary Line Adjustment (BLA) allows for the adjustment of lot lines as long as the adjustment conforms to zoning requirements of the primary zoning district. A non-conforming lot (a lot that does not meet current minimum area and/or dimensional requirements) cannot be made more non-conforming through an adjustment.

Can I create new lots through this process?

State and county laws **do not** allow the creation of new lots through a boundary line adjustment. As a result, part of the review involves the determination that all of the lots being adjusted are existing legal lots of record.

What is the application and review process for a Boundary Line Adjustment?

The review and approval for a boundary line adjustment application is a Type I administrative decision. A Legal Lot Determination review may be required in conjunction with a Boundary Line Adjustment. A separate fee is assessed for this review.

Within 21 calendar days, staff will review submitted application materials to determine Fully Complete status. If this review determines that more information is needed to review the proposal, the applicant will receive a letter that includes a list of additional items required. Once this information is submitted, the application will be deemed Fully Complete.

A decision on the BLA will be issued within 21 calendar days from the date the application submittal package is determined to be fully complete. For submittal requirements, see below.

What kind of public notice is provided for a BLA?

There is no public notice required for this type of review.

Can the decision be appealed?

The Planning Director's decision may be appealed to the county Hearing Examiner by the applicant or any person or group. An appellant must submit an appeal application and fee within 14 calendar days after the written notice of the decision is mailed.

Note: This handout is not a substitute for county code. For more detailed information, please refer to Clark County Code 40.540.010 and Revised Code of Washington (RCW) 58.17.040(6).

Revised 2/28/13



Community Development
1300 Franklin Street, Vancouver, Washington
Phone: (360) 397-2375 Fax: (360) 397-2011
www.clark.wa.gov/development



For an alternate format, contact the Clark County ADA Compliance Office.
Phone: (360) 397-2322
Relay: 711 or (800) 833-6384
E-mail: ADA@clark.wa.gov

Submittal Checklist

The following checklist identifies information to be included with the application.

All items with an underlined space (i.e., ____) must be submitted before the application will be considered **Counter Complete**. All items with a checkbox must be submitted before the application will be determined **Fully Complete**.

1. **Application form**

The application form shall be completed and original signed in ink by the applicant.

2. **Application fee**

The required fee shall accompany the application. The check is to be made payable to Clark County Community Development.

3. **Sales history**

A sales history of each parcel since **1969** is required and shall include the following:

- Copies of all deeds or real estate contracts showing previous owners or division for the original parcel
- Prior segregation requests
- Prior recorded surveys
- Other information demonstrating compliance with the approval criteria

4. **Site plan showing current conditions**

- Applicant's and contact person's name, mailing address and phone number
- Owner's name and mailing address
- Layout and dimensions of parcels drawn to scale (maximum 8.5 x 14 paper)
- North arrow oriented to the top, left or right of page, scale and date
- Area of existing sites in acres or square feet
- Location of all existing buildings/structures, septic tanks and drainfields, wells, electric lines, gas lines, water lines, sewer lines and similar utilities on site and their distance in feet from all property lines
- Public or private roads and their dimensions and locations
- Private road and utility easements and their dimensions and locations

5. **Site plan showing proposed conditions**

- Layout and dimensions of adjusted parcels drawn to scale (maximum 8.5 x 14 paper)
- North arrow oriented to the top, left or right of page, scale and date
- Area of adjusted sites in acres or square feet
- Location of all existing buildings/structures, septic tanks and drain fields, wells, electric lines, gas lines, water lines, sewer lines and similar utilities on site and their distance in feet from all property lines
- Public or private roads and their dimensions & locations
- Private road and utility easements and their dimensions and locations

6. **Submittal copies**

 One copy of the submittal, bound by a jumbo clip or rubber band, including original signatures

Staff Notes:

- 1. _____
- 2. _____

This application was determined to be Counter Complete on: ____/____/____
Permit Technician: _____

Fee Schedule

The following fees are required to be paid when the application is submitted.

Boundary Line Adjustment	\$355
Per lot over 2 lots	\$124
Issuance	\$53

A Legal Lot Determination may be required if a previous legal review has not been completed. Please see our *Legal Lot Determination* handout for more information and fees.

Development Application

Project name:		
Type(s) of application (see reverse side):		
Description of proposal:		
Applicant name:		Address:
E-mail address:	Phone and fax:	
Property owner name (list multiple owners on a separate sheet):		Address:
E-mail address:	Phone and fax:	
Contact person name (list if not same as applicant):		Address:
E-mail address:	Phone and fax:	
Project site information:		Comp plan designation:
Site address:		
Cross street:	Zoning:	Parcel numbers:
Overlay zones:	Legal:	Acreage of original parcels:
Township:	Range:	¼ of section:

Authorization

The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient cause for denial of the request. This application gives consent to the county to enter the properties listed above.

Applicant's signature

Date

Property owner or authorized
representative's signature

Date

For staff use only

Case number: _____

Work order number: _____

Revised 6/14/12



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Application types

If you have any questions regarding the type of application being requested, our Permit Technicians will be happy to assist you.

- Annual Review
- Appeal
- Boundary Line Adjustment and Lot Reconfiguration
- Conditional Use

Environmental/Critical Areas

- Critical Aquifer Recharge Area (CARA)
- Columbia River Gorge
- Forestry + (Moratorium Waiver, Moratorium Removal, Class I, Class IVG or COHP)
- Floodplain
- Geological
- Habitat
- Habitat Monitoring
- Historic
- SEPA
- Shoreline
- Wetland
- Wetland Monitoring

Land Division

- Binding Site Plan
- Final Plat
- Plat Alteration
- Short Plat (___ Infill)
- Subdivision (___ Infill)

Miscellaneous

- Addressing
- Accessory Dwelling
- Covenant Release
- Home Business
- Legal Lot Determination and Innocent Purchasers Determination
- Non-Conforming Use Determination
- Sewer Waiver
- Shooting Range
- Sign

Planning Director Review

- Post Decision
- Pre-Application Conference
- Pre-Application Waiver
- Public Interest Exception
- Similar Use
- Temporary Use
- Planned Unit Develop/Master Plan
- Road Modification
- Site Plan
- Variance
- Zone Change