



BOUNDARY LINE ADJUSTMENT

Planning and Economic Development Department
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A boundary line adjustment may not result in actions requiring the replat, amendment, alteration, or vacation of a plat or short subdivision, and must be consistent with all applicable zoning, health, building and engineering regulations. In general, boundary line adjustment purpose applies to minor boundary changes, correct a controversy regarding the location of a lot line, remedy property use constraints caused by adverse topographical features, consolidate previously platted lots into a single or fewer parcels, or other similar circumstances. For additional information on submittal and review requirements, refer to PMC [Chapter 17.30](#).

| PROPERTY OWNERS (attach additional sheets if necessary): | |
|--|--------|
| Name: | Phone: |
| Address: | |
| Email: | |
| Name: | Phone: |
| Address: | |
| Email: | |
| AUTHORIZED APPLICANT/PROJECT CONTACT: | |
| Name: | Phone: |
| Address: | |
| Email: | |
| PERSON RESPONSIBLE FOR PAYMENT: | |
| Name: | Phone: |
| Address: | |
| Email: | |
| NAME OF LAND SURVEYOR: | |
| Name: | Phone: |
| Address: | |
| Email: | |
| PROJECT DETAILS: | |
| Description of Proposal: | |
| Concurrent Application(s): | |

| Parcel Owner | Assessor's Parcel # | Is Property Developed? | | Sq. Ft. Before Adjustment | Sq. Ft. After Adjustment |
|--------------|---------------------|------------------------------|-----------------------------|---------------------------|--------------------------|
| | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | | |
| | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | | |
| | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | | |
| | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | | |
| Parcel | Current Use | Zoning Designation | | Critical Areas | Shoreline Designation |
| | | | | | |
| | | | | | |
| | | | | | |

APPLICATION SUBMITTAL REQUIREMENTS:

The PED Department accepts all applications electronically. Please submit your application online [here](#) or email the materials to plan&econ@cityofpoulsbo.com.

| | |
|--------------------------|---|
| <input type="checkbox"/> | Application Fees and Deposits |
| <input type="checkbox"/> | Title Insurance Report prepared within the last 90 days (available from a Title Company) |
| <input type="checkbox"/> | Clean and legible drawings suitable for recording showing the following: <ol style="list-style-type: none"> 1. A map at a scale of not less than one inch to fifty feet which depicts the existing property configuration, including all lot lines, dimensions and lot area. 2. A map at a scale of not less than one inch to fifty feet which depicts the proposed property configuration, including all lot lines, dimensions and lot area. 3. The location and dimensions of all structures/improvements existing upon the affected lots and the distance between such structures/improvements and the existing and proposed boundary lines. 4. The location and dimensions of any easements within or adjacent to the affected lots. 5. The location, dimensions and names of all existing or platted street rights-of-way (public or private). 6. The location of all existing and proposed water, sewer and storm drainage facilities, on-site wastewater disposal systems, drainfields, and wells. 7. The location of access to all affected lots. 8. A north arrow and bar scale. |
| <input type="checkbox"/> | The original legal descriptions of all affected properties, together with new separate legal descriptions for each parcel resulting from the adjustment. All drawings and legal descriptions are required to be prepared, stamped and dated by a licensed land surveyor as set forth in PMC 17.80.080 . |
| <input type="checkbox"/> | A copy of any covenants, conditions and restrictions (CCRs), deed restrictions, concomitant agreements, easements, or development agreements pertaining to the affected properties. |
| <input type="checkbox"/> | When two or more property owners are involved in the BLA, a conveyance document (i.e. Quit Claim or Warranty Deed) that deeds land to an adjoining property owner as part of the BLA is required. |
| <input type="checkbox"/> | If an existing on-site sewage (septic tank) disposal system and/or well will continue to be used on an affected property after the boundary line adjustment, and/or if a new on-site sewage disposal system or well is proposed for an affected property where city code does not require connection to the city's municipal sewer and/or water system, the applicant shall provide written verification from the Kitsap Public Health District that the proposed lot is adequate to accommodate an on-site sewage disposal system and/or well. |
| <input type="checkbox"/> | Notarized property owner and/or applicant signature page (attached). |
| <input type="checkbox"/> | Any other information/documents: |
| | NOTE: Taxes must be paid in full for the current tax year, and on all preceding years, on all properties involved in a BLA, unless they meet the statutory exemption provided under RCW 58.04.007 and WAC 458-61A-109 . |



