

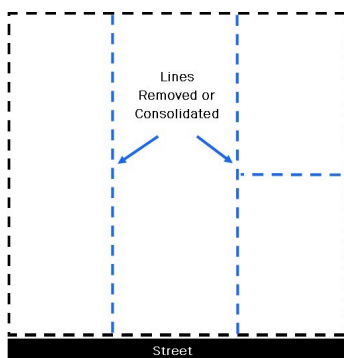
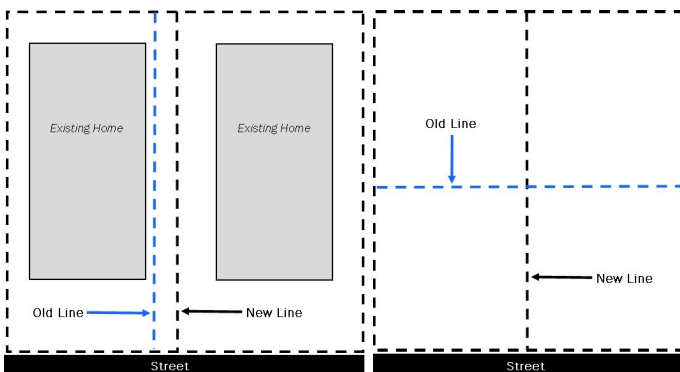


BOUNDARY LINE ADJUSTMENT

WHAT IS A BOUNDARY LINE ADJUSTMENT?

A Boundary Line Adjustment (BLA) is the process for adjusting property lines between legally created lots. A BLA is intended to apply to minor boundary changes, to correct a controversy regarding the location of a lot line, to remedy property use constraints caused by adverse topographical features, or to consolidate previously platted lots into a single parcel.

The following illustrates three types of BLA's:



WHAT ARE THE CRITERIA FOR A BLA?

BLA's will not be approved if the proposal would result in the following:

1. Additional lot, tract, parcel, or division;
2. Insufficient parcel area or dimensions, or a

reduction in size below standards;

3. Building setbacks reduced below standards;
4. Increase of an existing non-conformity;
5. Diminish or impair existing or future drainage, water supply, or sanitary sewage disposal;
6. Lot without adequate vehicular access;
7. Inconsistency with restrictions or conditions of approval for a recorded plat or short plat;
8. Lot having more than one zoning and/or land use designation;
9. Lot located partially within any special overlay area or master planned area;
10. Lot located partially within the city limits;
11. Lot which would be so constrained by topography, critical areas or buffers, unusual shape, or other site conditions that a reasonable building site could not be obtained except through a variance, reasonable use exemption, or other exemption;
12. A lot is the subject of a current, unresolved city code enforcement action or stop work notice.

WHO PERFORMS A BLA?

Boundary Line Adjustments must be stamped by a Professional Land Surveyor, licensed in Washington State.

REVIEW AUTHORITY

BLA applications are an administrative Type I permit application according to the provisions of Title 19. A Type I application is subject to clear, objective and nondiscretionary standards or standards that require the exercise of professional judgment about technical issues.

PERMIT PROCESS

Pre-Application

A pre-application conference is *not* required for a Type I permit application. However, staff is available to discuss your project at the counter on the 2nd floor of the City Hall. Before applying, you are encouraged to share your ideas with city staff. Early discussion may help to facilitate a rapid review of your application.

Application Submittal

In order to apply, you must submit a [Boundary Line Adjustment Application Form](#) and pay the application fee. Submittal requirements are listed on the application form.

You can submit your application online (via the [Poulsbo Public Portal](#)), by mail, or in person. If you are applying in person, an intake appointment is required.

Technical Review

Once the BLA application is determined to be complete, your application will be reviewed by city staff to ensure that the proposal is in compliance with applicable regulations. If additional information is required to complete the review process, you will be notified and a second review will follow your resubmittal.

Decision

Once all the corrections have been made and the documents meet applicable requirements, city staff will issue a decision. The decision may include corrections to the plan that will need to be made before the final submittal for recording. These corrections are referred to as “redlines.”

Recording

Approved BLA’s must be recorded within one year of the decision date. Prior to submittal of the final documents to [the City of Poulsbo](#) for recording, the applicant shall obtain the required signatures and ensure that it has been stamped by a licensed surveyor. The decision letter will outline the process and fees necessary for recording and finalizing the BLA.

APPEAL

Following issuance of the staff decision, an appeal period of 14 days occurs in which the decision or any conditions can be appealed to the Hearing Examiner. See [PMC 19.70.010](#) for more information.

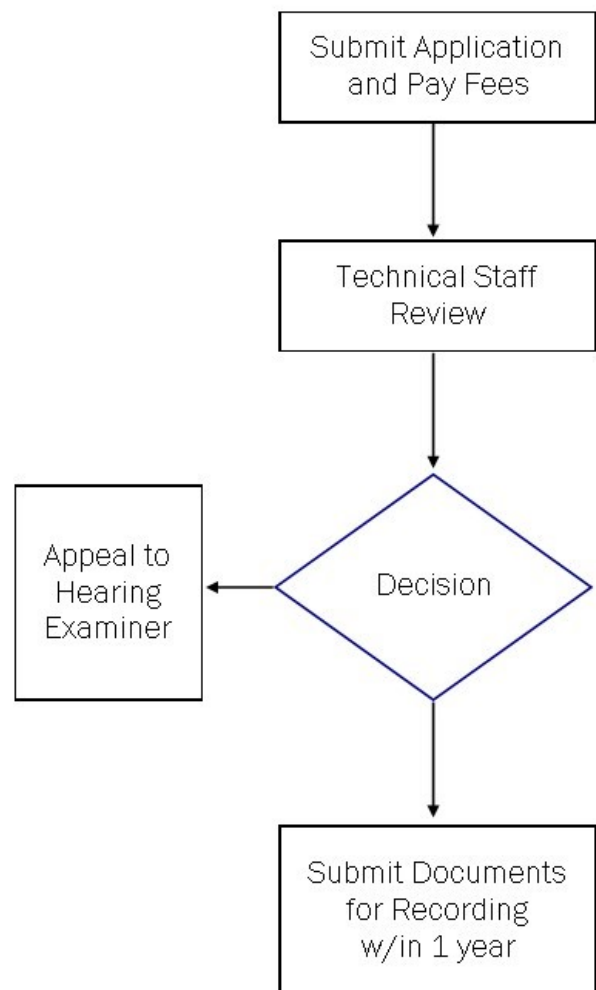
TAXES

Please note that 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.

APPLICABLE REGULATIONS AND SITES

- Poulsbo Municipal Code: [Chapter 17.22](#), Boundary Line Adjustments.
- Revised Code of Washington: [Title 58](#), Boundaries and Plat.
- Washington Administrative Code: [Section 332-130-050](#), Survey Map Requirements.
- Kitsap County [Recording Fees](#).

Boundary Line Adjustment Flow Chart



Disclaimer: This handout should not be used as a substitute for codes and regulations. The applicant/property owner is responsible for compliance with all code and rule requirements, whether or not described here. Please see the City of Poulsbo Municipal Code for complete text and requirements.

