

# Boundary Line Adjustment Application

In order to expedite the process, please read carefully and submit the required information and documents.

Please submit all required materials to the Pend Oreille County Community Development Department,  
Treasurer's office, Assessor's, and Auditor's office.

## General Information

- ◆ This form is for the adjusting of property lines between two parcels. It can also be used to aggregate lots by eliminating shared boundaries.
- ◆ No new lots can be created out of a boundary line adjustment.
- ◆ All adjusted parcels must have dimensional characteristics to meet County setbacks and regulations for development.
- ◆ The adjustment cannot relocate any access easements, utilities, or on-site septic systems.
- ◆ A title report is required for all parcels involved in this application
- ◆ If a property has been previously surveyed than the Community Development Director may waive the need for the new boundary to be surveyed for certain minor adjustments.
- ◆ It is recommended that a professional land surveyor, title officer, or attorney prepare the legal description and required documentation..
- ◆ Existing and proposed new legal descriptions and parcel sizes must be shown on the survey document.
- ◆ **This transaction will not be finalized until all taxes are paid for the year in which the document is recorded.**

## Procedure

- ◆ Boundary line adjustments start with the Community Development Department but will also involve the Pend Oreille County Assessor, Auditor, and Treasurer. The following is the procedure for a boundary line adjustment:
- ◆ Fill out and submit application and include a...
  - Site map
  - Title report for all properties involved
- ◆ Approval typically takes 6-8 weeks and includes the following:
  - Approximately 1 week of review from Community Development Director.
  - 15 day public comment period after a notice of application has been posted in the paper and mailed to neighboring landowners.
- ◆ A Notice of Decision will be mailed out to the applicant and neighboring land owners and will be published in the paper. If the decision is not favorable to any involved parties there is a 14 day period in which to appeal the decision.
- ◆ Survey the new boundary lines and bring in a boundary survey map for recording.
- ◆ Along with the Notice of Decision you will also be mailed a Recordable Document which will need to be signed by Community Development, the Treasurer's office, and the Assessor's office.
- ◆ A Real Estate Excise Tax Affidavit will need to be filed with the Treasurer's office.



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# Property 'A'

## Owner Contact Information

Applicant/Property owner(s): \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

## Property 'A' Information

Has this property been previously surveyed? (If so please attach a copy of the survey.)

YES

NO

Parcel number of the affected property: \_\_\_\_\_

Legal description: \_\_\_\_\_

Property use:

Residential

Commercial

Agricultural

Timber

Other

*Please describe if 'Other' is checked:* \_\_\_\_\_

What is the property currently zoned? \_\_\_\_\_

Address of the property (If different than mailing address): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Road Access

What road is adjacent to this property? \_\_\_\_\_

Does an approach already exist?

YES

NO

## Critical Areas

If there are any critical areas on this property please describe them. (Shorelines, streams, water bodies, wetlands, flood plains, slopes over 40% grade)

\_\_\_\_\_  
\_\_\_\_\_

**The above information is correct to the best of my knowledge.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Property 'B'

## Owner Contact Information

Applicant/Property owner(s): \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

## Property 'B' Information

Has this property been previously surveyed? (If so please attach a copy of the survey.)

YES

NO

Parcel number of the affected property: \_\_\_\_\_

Legal description: \_\_\_\_\_

Property use:

Residential

Commercial

Agricultural

Timber

Other

*Please describe if 'Other' is checked:* \_\_\_\_\_

What is the property currently zoned? \_\_\_\_\_

Address of the property (If different than mailing address): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Road Access

What road is adjacent to this property? \_\_\_\_\_

Does an approach already exist?

YES

NO

## Critical Areas

If there are any critical areas on this property please describe them. (Shorelines, streams, water bodies, wetlands, flood plains, slopes over 40% grade)

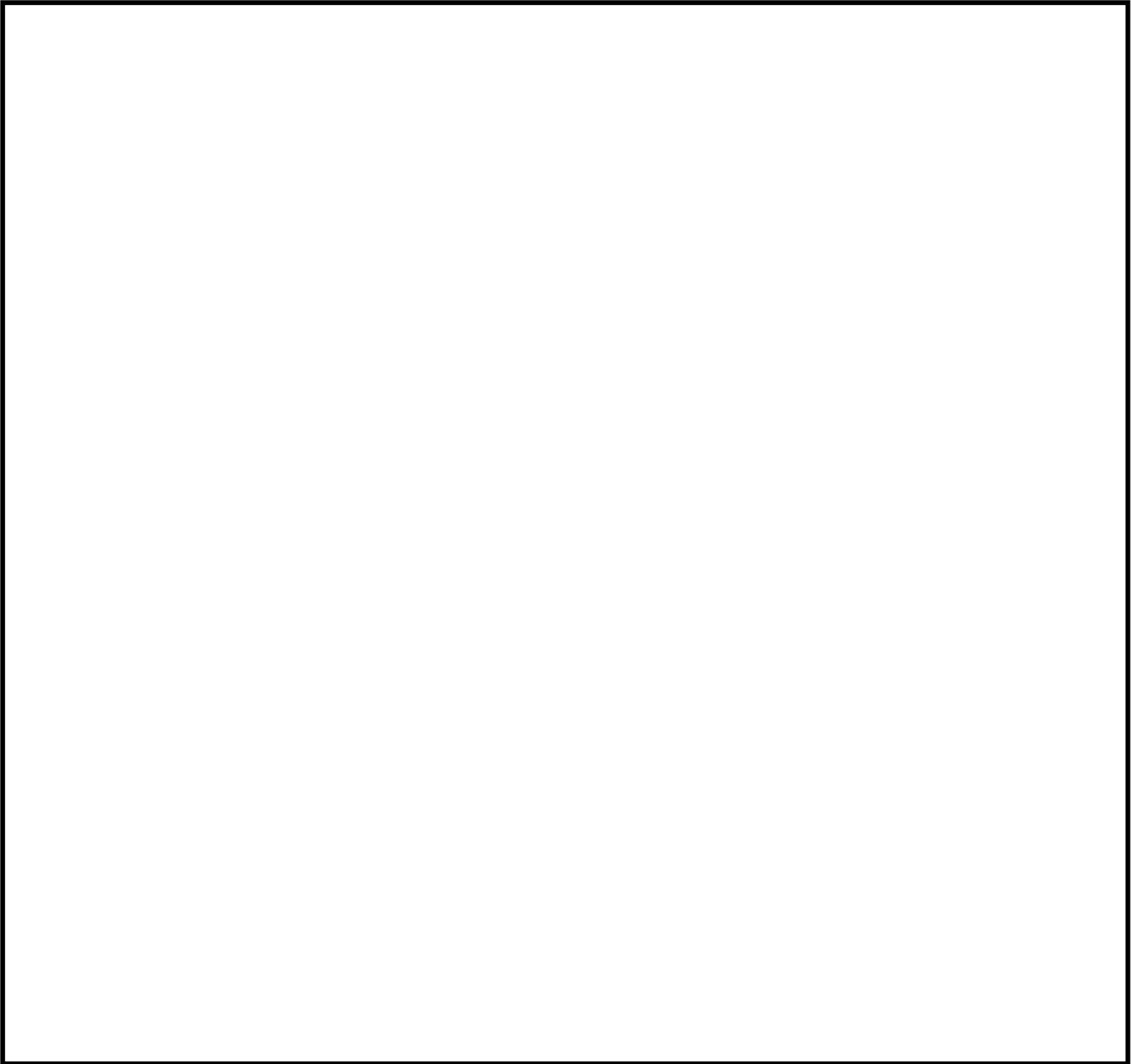
\_\_\_\_\_  
\_\_\_\_\_

**The above information is correct to the best of my knowledge.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please include a site plan drawn to scale. You may use the space below or attach a separate document. The site plan should include...

- Septic systems & drain fields
- Property lines & dimensions of parcel
- Proposed boundary line adjustment
- Distances between structures and parcel lines
- Location of existing & proposed structures
- North arrow & scale
- Locations of existing & proposed roads/driveways
- Distances between structures & waterbodies
- Location of any surface water



**Please sign to confirm the site map above or any drawn site map attached with this application.**

Property 'A' Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property 'B' Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_