

PEND OREILLE COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT
418 S. Scott Avenue
P.O. Box 5066
Newport, WA 99156
(509) 447-4821
pendoreilleco.org



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.

General Information

- This form is for adjusting property lines between two contiguous parcels. It can also be used to aggregate lots by eliminating shared boundaries.
- No new lots can be created with 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, 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 documents.
- Existing and proposed legal descriptions and parcel sizes must be provided with the application.
- A brief narrative explaining the Boundary Line Adjustment purpose.
- **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 the application and include a:
 - ❖ Site map
 - ❖ Title report for all properties involved
 - ❖ Existing and proposed legal descriptions and parcel sizes
 - ❖ **Application fee: \$350 + \$75 per parcel**
 - Approval typically takes 2 to 3 weeks
 - A Notice of Decision will be mailed to the applicant, instructing them on how to further proceed dependent on their specific scenario.
 - Once the applicant received the Notice of Decision from the Community Development Director they need to follow the instructions for the Auditor's, Treasurer's, and Assessor's office to fulfill their requirements for modifying a parcel.
- **The boundary line adjustment will not be finalized until all the aforementioned departments' requirements have been met.**

PEND OREILLE COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT
Boundary Line Adjustment Application

Property 'A'

Applicant Information

Applicant Name: _____ Phone: _____
Address: _____ E-mail: _____
Property Owner: _____ Phone: _____
Address: _____ E-mail: _____

Property 'A' Information

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

YES NO

Parcel number of 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 property (If different from 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)

I certify that the information, statements, attachments, and exhibits submitted in this application are true to the best of my knowledge.

Applicant's Signature

Date

PEND OREILLE COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT
Boundary Line Adjustment Application

Property 'B'

Applicant Information

Applicant Name: _____ Phone: _____
Address: _____ E-mail: _____
Property Owner: _____ Phone: _____
Address: _____ E-mail: _____

Property 'B' Information

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

YES NO

Parcel number of 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 property (If different from 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)

I certify that the information, statements, attachments, and exhibits submitted in this application are true to the best of my knowledge.

Applicant's Signature

Date

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Boundary Line Adjustment Application

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 field
- Proposed boundary line adjustment
- Location of existing & proposed structures
- Locations of existing & proposed roads/driveways
- Property lines & dimensions of parcel
- Distances between structures and parcel lines
- North arrow & scale
- Distances between structures & waterbodies

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: _____