



**ISLAND COUNTY
PLANNING & COMMUNITY DEVELOPMENT**

PHONE: (360) 679-7339 ■ from Camano (360) 629-4522 ■ from S. Whidbey (360) 321-5111 ■ FAX: (360) 679-7306 ■ P. O. Box 5000, Coupeville, WA 98239-5000
121 N East Camano Drive, Camano Island, WA 98282 ■ Phone (360) 387-3443
www.islandcounty.gov/planning

**BOUNDARY LINE ADJUSTMENT (BLA)
APPLICATION**

Applicability. This application is used to adjust the location of boundary lines between contiguous, tracts, parcels, platted or unplatted lots or both. The BLA process applies if:

- No additional lots will be created. (After the adjustment, the same number of lots, or less will exist.)
- Resulting lots are within one zone district, not split-zoned.
- Resulting lots contain sufficient area and dimensions to meet the minimum requirements for width and area for a building site.

Please use the checklists below and throughout this form to ensure you provide all the information required for Island County to review your proposal. The items listed in the following Counter Checklist are the minimum requirements that must be provided and complete at the time you submit your application to the county, or the application will not be accepted.

COUNTER CHECKLIST

Applicant Use	Application Requirements	County Use
_____	1. Completed Application Form (Parts A and B)	
_____	2. Completed Applicant Authorization Form, if applicable	
_____	3. Signatures of all owners	
_____	4. A legible BLA map showing required elements	
_____	5. Existing Legal Descriptions (per Recording requirements)	
_____	6. Proposed Legal Description of each revised lot or parcel.	
_____	7. Signed Acknowledgment regarding county codes and access.	
_____	8. Original and three (3) copies, each set collated	

IN OFFICE SUBMITTAL OF APPLICATIONS BY APPOINTMENT ONLY

Whidbey: call 360-679-7339

Camano: call 360-387-3443

Please plan for up to 60 minutes for a submittal appointment

ELECTRONIC SUBMITTAL PROCESS

Submit application documents to planningdept@islandcountywa.gov. Emails over 7 MB should be sent through a file sharing application or portable USB. One of our planners will look over your documents to determine if your application can be submitted or if modifications are required. When the planner approves the electronic application for submission, we will provide you with a fee estimate. Please mail in the original signed application, one complete copy, and a check. (If the application form requests more copies, please disregard. The original plus one copy is sufficient). Once Planning and Community Development receives the hard copies and payment, the application can be considered officially submitted. The planner will then verify that the hard copy is complete, and the review process can begin.

Mailing address for USPS deliveries is:

Planning & Community Development
PO Box 5000
Coupeville, WA 98239

For FedEx or UPS deliveries, mail to:

Planning & Community Development
1 NE 6th St.
Coupeville, WA 98239

BOUNDARY LINE ADJUSTMENT (BLA)

PART A

FOR COUNTY USE ONLY

Application Number _____

Date Received _____

Fee Paid _____

Receipt _____

Type or neatly print all application information and provide the **signatures in blue ink**. **Please take your time to provide complete answers and all the information requested.** If you believe any portion is not applicable, explain why in the blank. Illegible and/or incomplete applications will not be accepted.

Collate this application together with all plans and necessary documentation outlined in this application, and submit the application package to Island County Planning. Submit the **original and 3 copies** of the collated application packages. The county may request additional application packages if additional reviewing agencies are required.

For your convenience, Island County has included a standard recording form as Part B of this application. This form constitutes a **legal document**; therefore, **neatness, accuracy and legibility** are very important. **Note:** The first page requests information to meet the recording requirements of an abbreviated legal description. Also, the **first page** of all recorded documents must have a 3" top margin and a 1" side margin; additional pages must have a 1" margin on all sides. Font size must be at least 8 point.

Contact Person Name _____ **Phone** (____) _____
(The agent or consultant for the application who will be the only party that receives correspondence.)

Street _____ **E-Mail Address** _____

City, State, Zip _____

Signature _____

Project Address (or closest intersection) _____

Assessor Parcel Number(s): _____

Section _____ **Township** _____ **Range** _____ **1/4 Section** _____

Plat Name _____ **Tax Code** _____ **Zoning Code** _____

North Whidbey **Central Whidbey** **South Whidbey** **Camano Island**

Boundary Line Adjustment Application Information

1. Questions

- a) Are the lots involved in the adjustment contiguous (touching)? Yes _____ No _____
- b) Are the lots legally created lots? Yes _____ No _____ Provide the date the parcels were created as legal lot(s): _____
- c) Are the lots within the same Zoning District? Yes _____ No _____
Will this action create a split-zoned parcel? Yes _____ No _____
- d) Are the lots the same Tax Code? Yes _____ No _____
- e) Size of Adjusted Lots (in square feet or acres):
Parcel A _____ Parcel B _____ Parcel C _____ Parcel D _____
Parcel E _____ Parcel F _____ Parcel G _____
- f) Would the adjusted lots meet minimum lot size and width requirements for the zone within which it is located? Yes _____ No _____ **If No**, to continue with this application, one or more of the existing lots must be smaller than the current zone district requires. Explain how the adjustment would create greater conformity on balance. _____

- g) Would structures on the adjusted lots continue to comply with setback standards?
Yes _____ No _____ **If No**, explain how the adjustment would create a setback(s) that more nearly conforms to the standards. _____

- h) Have you shown how each modified lot will have **a legal means of access**?
Yes _____ No _____ **If Yes**, provide the documentation of legal means of access; include the Auditor File Number(s) for any recorded easements and Access Permit numbers for driveways.

Note: If the access crosses a private lot, the documentation consists of a recorded easement.

If No, then a statement waiving the verification of legal access by the county must be signed by all owners and attached to and recorded with the adjustment application.

2. **Checklist.** The following is a checklist to assure that all the items identified in the Island County Code (ICC) have been provided. It is the applicant's responsibility to review ICC 16.06.070 and other applicable sections of the code. In the Applicant's Checklist below, check items included with the application or circle N/A in those that are not applicable.

Applicant Use	Application Requirements	County Use
_____	1) Field Indicators Worksheet (from Wetland ID Guide) <ul style="list-style-type: none"> • Land Use Intensity Worksheet (If applicable) • Wetland Buffer Worksheet (If applicable) 	_____
_____	2) Original Signature of Every Owner on the form to be recorded	_____
_____	3) Completed Applicant Authorization Form, if applicable	_____
_____	4) A legible map that includes the requirements listed below. The map shall be drawn to a <u>standard engineering scale</u> on paper not larger than 8.5" by 14". It shall have a one (1) inch margin on all sides for recording purposes. A blank map form is attached for your use. Where location of a feature or structure is required, a site specific survey by a registered land surveyor is encouraged but not required:	_____
_____	<ul style="list-style-type: none"> • Location, dimensions, and area of all proposed and existing lots 	_____
_____	<ul style="list-style-type: none"> • Identify existing property lines with a solid black line 	_____
_____	<ul style="list-style-type: none"> • Identify proposed property lines with a dashed line 	_____
_____	<ul style="list-style-type: none"> • Section, Township, Range and Assessor parcel number for all lots 	_____
_____	<ul style="list-style-type: none"> • North Arrow and Scale of Drawing 	_____
_____	<ul style="list-style-type: none"> • Location, use, and dimensions of existing structures and other improvements (such as driveway and utilities). Show setbacks of structures from proposed property lines. A before and after map drawn to the same scale may be appropriate depending on complexity. 	_____
_____	<ul style="list-style-type: none"> • Location of drainfields and well sites 	_____
_____	<ul style="list-style-type: none"> • Location of adjacent streets and easements with access to adjusted lots; 	_____
_____	<ul style="list-style-type: none"> • Location and dimensions of the significant natural features (Ravines, slopes, seasonal drainage ways, soggy areas, ditches, lakes, shorelines) 	_____
_____	<ul style="list-style-type: none"> • Critical Areas. Show protected species habitats, geologically hazardous areas, floodplains, aquifer recharge areas, streams, wetlands as well as all of their associated buffers onsite or off-site when they may affect the proposal. Pursuant to ICC 17.02B.410 and ICC 16.06.070.7, no boundary line adjustment shall create a lot which does not include adequate building site outside of critical areas and their associated buffers. (note: if a feature is shown on the County's Critical Areas map it must be shown on the plot plan; if you do not believe that feature is present please describe). 	_____
_____	<ul style="list-style-type: none"> • If the proposal is in an archaeological area, a report must be submitted that identifies resources and how they will be protected. 	_____
_____	<ul style="list-style-type: none"> • Signature of person who prepared the map & date of preparation 	_____
_____	5) Existing legal description of each lot or parcel, (Provide a copy of the most recent recorded deed conveying title for the subject properties.)	_____
_____	6) Proposed Legal Description of each revised Lot or Parcel	_____
_____	7) If legal access is not proven and shown on the map, then a Waiver of Verification of the Access is provided and signed by all owners	_____
_____	8) Acknowledgment signed by all owners that compliance with all applicable county codes contained in ICC Titles 8, 11, 13, and 17 will be required before any development of the modified parcels will be permitted	_____

I hereby certify I am the authorized agent (contact person) named above and that I have familiarized myself with the rules, regulations, and procedures with respect to preparing and filing this application. All statements, answers and information provided as part of this submittal are in all respects complete, true, and accurate to the best of my knowledge and belief. I understand that any incomplete and/or incorrect information provided in this submittal will cause a delay in the review process.

Agent's Signature

Date.



APPLICANT AUTHORIZATION FORM

If you are authorizing an agent or contractor to apply for permit(s) on your behalf, you must complete this form providing authorization for a designated agent to apply for permit(s) on your behalf. This form is required for the protection of the landowner. A permit/application authorizing an agent to act on the landowner's behalf that is not accompanied by a signed and notarized Applicant Authorization Form will not be accepted. All original signatures must be in blue ink.

I/We, _____ the owner(s) of the subject property, understand that by completing this form I/We hereby authorize _____ to act as my/our agent. I/We understand that said agent will be authorized to submit applications/permits on my/our behalf. I also understand that once a permit/application has been submitted that all future correspondence may be directed to said agent.

ALL PROPERTY OWNERS OF RECORD MUST SIGN THIS FORM

<p>1) _____ Property Owner Name(s) (print)</p> <p>_____ Signature(s)</p> <p>2) _____ Property Owner Name(s) (print)</p> <p>_____ Signature(s)</p> <p>3) _____ Property Owner Name(s) (print)</p> <p>_____ Signature(s)</p> <p>_____ Date</p>	<p>State of Washington) County of _____)</p> <p>I certify that I know or have satisfactory evidence that _____ signed this instrument and acknowledged it to be (his/her) free and voluntary act for the uses and purposes mentioned in this instrument.</p> <p>Dated _____ Signature of _____ Notary Public _____</p> <p>Printed Name _____</p> <p>Residing at _____</p> <p>My appointment expires _____</p> <p>Stamp</p>
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RETURN ORIGINAL DOCUMENT TO:

Name [Print] _____

Street _____

City, ST, zip _____

**BOUNDARY LINE ADJUSTMENT
PART B (To be recorded)**

Authorized Agent (print name) _____

<p>Parcel A</p> <p>Owner's Name _____</p> <p>Owner's Name _____</p> <p>Mailing Address _____</p> <p>City, State, Zip Code _____</p> <p align="right">Phone _____</p>	<p>Assessor Parcel No. _____</p> <p>If applicable, Plat Name or Short Plat Number: _____</p> <p>Block No. Lot No. Recorded Auditor's File No. _____</p> <p>Owner's Signature _____</p> <p>Owner's Signature _____</p>
<p>Parcel B</p> <p>Owner's Name _____</p> <p>Owner's Name _____</p> <p>Mailing Address _____</p> <p>City, State, Zip Code _____</p> <p align="right">Phone _____</p>	<p>Assessor Parcel No. _____</p> <p>If applicable, Plat Name or Short Plat Number: _____</p> <p>Block No. Lot No. Recorded Auditor's File No. _____</p> <p>Owner's Signature _____</p> <p>Owner's Signature _____</p>
<p>Parcel C</p> <p>Owner's Name _____</p> <p>Owner's Name _____</p> <p>Mailing Address _____</p> <p>City, State, Zip Code _____</p> <p align="right">Phone _____</p>	<p>Assessor Parcel No. _____</p> <p>If applicable, Plat Name or Short Plat Number: _____</p> <p>Block No. Lot No. Recorded Auditor's File No. _____</p> <p>Owner's Signature _____</p> <p>Owner's Signature _____</p>

LOCATED IN: _____ 1/4 of the _____ 1/4 of Section _____, Township _____, Range _____

Abbreviated Legal Description _____

FOR COUNTY USE ONLY	Legal Descriptions of existing parcels found on Page(s) _____ attached
BLA# _____	Page _____ of _____ Approved: _____ By: _____

<p>Parcel D</p> <p>_____ Owner's Name</p> <p>_____ Owner's Name</p> <p>_____ Mailing Address</p> <p>_____ City, State, Zip Code</p> <p>_____ Phone</p>	<p>_____ Assessor Parcel No.</p> <p>_____ If applicable, Plat Name or Short Plat Number:</p> <p>_____ Block No. Lot No. Recorded Auditor's File No.</p> <p>_____ Owner's Signature</p> <p>_____ Owner's Signature</p>
<p>Parcel E</p> <p>_____ Owner's Name</p> <p>_____ Owner's Name</p> <p>_____ Mailing Address</p> <p>_____ City, State, Zip Code</p> <p>_____ Phone</p>	<p>_____ Assessor Parcel No.</p> <p>_____ If applicable, Plat Name or Short Plat Number:</p> <p>_____ Block No. Lot No. Recorded Auditor's File No.</p> <p>_____ Owner's Signature</p> <p>_____ Owner's Signature</p>
<p>Parcel F</p> <p>_____ Owner's Name</p> <p>_____ Owner's Name</p> <p>_____ Mailing Address</p> <p>_____ City, State, Zip Code</p> <p>_____ Phone</p>	<p>_____ Assessor Parcel No.</p> <p>_____ If applicable, Plat Name or Short Plat Number:</p> <p>_____ Block No. Lot No. Recorded Auditor's File No.</p> <p>_____ Owner's Signature</p> <p>_____ Owner's Signature</p>
<p>Parcel G</p> <p>_____ Owner's Name</p> <p>_____ Owner's Name</p> <p>_____ Mailing Address</p> <p>_____ City, State, Zip Code</p> <p>_____ Phone</p>	<p>_____ Assessor Parcel No.</p> <p>_____ If applicable, Plat Name or Short Plat Number:</p> <p>_____ Block No. Lot No. Recorded Auditor's File No.</p> <p>_____ Owner's Signature</p> <p>_____ Owner's Signature</p>
<p>Parcel G</p> <p>_____ Owner's Name</p> <p>_____ Owner's Name</p> <p>_____ Mailing Address</p> <p>_____ City, State, Zip Code</p> <p>_____ Phone</p>	<p>_____ Assessor Parcel No.</p> <p>_____ If applicable, Plat Name or Short Plat Number:</p> <p>_____ Block No. Lot No. Recorded Auditor's File No.</p> <p>_____ Owner's Signature</p> <p>_____ Owner's Signature</p>

FOR COUNTY USE ONLY

BLA#

Page _____ of _____ Approved:

By:

ACKNOWLEDGEMENTS

WAIVER OF VERIFICATION OF ACCESS BY COUNTY

(If evidence of legal access is not provided, this part must be signed by all property owners)

I/We hereby certify that I/we have waived the verification of legal means of access by the County and acknowledge it may not have been provided for at this time.

Parcel _____: (e.g. A,B,etc)	Owner Name (print name)	Owner's Signature	Date
Parcel _____: (e.g. A,B,etc)	Owner Name (print name)	Owner's Signature	Date
Parcel _____: (e.g. A,B,etc)	Owner Name (print name)	Owner's Signature	Date
Parcel _____: (e.g. A,B,etc)	Owner Name (print name)	Owner's Signature	Date
Parcel _____: (e.g. A,B,etc)	Owner Name (print name)	Owner's Signature	Date
Parcel _____: (e.g. A,B,etc)	Owner Name (print name)	Owner's Signature	Date

FUTURE COMPLIANCE WITH COUNTY CODE

(This part must be signed by all property owners)

I/We acknowledge that Island County does not determine that the reconfigured lots are useable or buildable during the review of this Boundary Line Adjustment, and that compliance with all applicable County Codes, including those contained in Titles 8 (Health, Welfare and Sanitation), 11 (Land Development Standards), 13 (Public Works), and 17 (Island County Critical Areas and Zoning Ordinance) will be required before any development of the modified lots is permitted or before any permits are issued by Island County.

Parcel _____: (e.g. A,B,etc)	Owner Name (print name)	Owner's Signature	Date
Parcel _____: (e.g. A,B,etc)	Owner Name (print name)	Owner's Signature	Date
Parcel _____: (e.g. A,B,etc)	Owner Name (print name)	Owner's Signature	Date
Parcel _____: (e.g. A,B,etc)	Owner Name (print name)	Owner's Signature	Date
Parcel _____: (e.g. A,B,etc)	Owner Name (print name)	Owner's Signature	Date
Parcel _____: (e.g. A,B,etc)	Owner Name (print name)	Owner's Signature	Date

FOR COUNTY USE ONLY _____ Legal means of access has been waived by the Applicant(s). See Page _____ of this BLA.

BLA#	Page	of	Approved:	By:
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MAP (Maps drawn in pencil or taped on will not be accepted.)

**This map is not a formal survey.
Before development will be permitted, compliance with all applicable County Codes shall be required. This includes health, land development standards and zoning regulations.**

Scale: 1" = _____ feet (standard engineering scale)

_____ **Existing Boundary Line** Drawn by: _____ Date: _____

- - - - - **Proposed Boundary Line** Section _____ Township _____ Range _____

Parcel A: _____ Current Area: _____ (acre/sq.ft.) Proposed Area: _____ (acre/sq.ft.)

Parcel B: _____ Current Area: _____ (acre/sq.ft.) Proposed Area: _____ (acre/sq.ft.)

Parcel C: _____ Current Area: _____ (acre/sq.ft.) Proposed Area: _____ (acre/sq.ft.)

Parcel D: _____ Current Area: _____ (acre/sq.ft.) Proposed Area: _____ (acre/sq.ft.)

Parcel E: _____ Current Area: _____ (acre/sq.ft.) Proposed Area: _____ (acre/sq.ft.)

Parcel F: _____ Current Area: _____ (acre/sq.ft.) Proposed Area: _____ (acre/sq.ft.)

Applicants' Signature: (blue ink)

Parcel A: _____ Date: _____ Parcel A: _____ Date: _____

Parcel B: _____ Date: _____ Parcel B: _____ Date: _____

Parcel C: _____ Date: _____ Parcel C: _____ Date: _____

Parcel D: _____ Date: _____ Parcel D: _____ Date: _____

Parcel E: _____ Date: _____ Parcel E: _____ Date: _____

Parcel F: _____ Date: _____ Parcel F: _____ Date: _____

FOR COUNTY USE ONLY _____ Legal means of access has been waived by the Applicant(s). See Page _____ of this BLA.

BLA# _____

Page _____ of _____

Approved: _____

By: _____

LEGAL DESCRIPTION of EXISTING PARCELS

Attach additional pages as needed and note on first page of application (Needed for Recording purposes)

NOTE: All additional pages must have a one (1) inch margin on all sides for recording purposes

FOR COUNTY USE ONLY

BLA# _____ Page _____ of _____ Approved: _____ By: _____

LEGAL DESCRIPTION of PROPOSED PARCELS

Attach additional pages as needed

NOTE: All additional pages must have a one (1) inch margin on all sides for recording purposes

FOR COUNTY USE ONLY

BLA#

Page _____ of _____

Approved:

By: