



Boundary Line Adjustment

Town of Coupeville
4 NE Seventh Street
Coupeville, WA 98239

Phone 360.678.4461
<http://www.townofcoupeville.org>

APPLICATION FEES:

\$500

Staff use only

Application #

Date Received

Date Paid

Receipt #

Approved by:

Joshua Engelbrecht, Community Planning Director

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 the Town of Coupeville to review your proposal. The items listed in the following Checklist are the minimum requirements that must be provided and complete at the time you submit your application to the Town, or the application will not be accepted. To submit: email permits@townofcoupeville.org or drop of application at 4 NE Seventh St, Coupeville, WA.

- Completed Application Form (Part A + Part B)
- Complete Agent Authorization Form, if Applicable
- Signature of all Owners
- A Legible Boundary Line Adjustment Map showing required elements
- Existing Legal Description (per recording requirements)
- Proposed Legal Description of each revised lot or parcel
- Signed Acknowledgments regarding Town Codes and Access

Boundary Line Adjustment (Part A)

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 the Town. The Town may request additional application packages if additional reviewing agencies are required.

For your convenience, Town of Coupeville 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.**

Applicant (main contact person): *Agent for owner must complete the agent authorization form.*

Address _____ City _____ State _____ Zip _____

E-mail address _____ Phone _____

SIGNATURE AND PRINTED NAME _____ DATE _____

Address of Subject Property _____ Town _____ State _____ Zip _____

Assessor's Parcel Number _____ Zoning Designation _____

Plat Name _____

Section _____ Township _____ Range _____ 1/4 Section _____

Part A – Section A

Yes **No** **Complete the Following**

 Lots involved in this adjustment are adjoining (# of lots _____)

 Lots are created legally
Date(s) parcels became legal lot(s): _____

 Lots are within the Same Zoning District

 This action will create a split-zoned parcel.
Size of adjusted lots:
Parcels (sq. ft. or acres) A _____ B _____ C _____ D _____ E _____ F _____ G _____

 Adjusted lots meet minimum lot size and width requirements for respective zoning district.
If NO – STOP – see section B-1

 Structures on adjusted lots comply with setback standards
If No – STOP – see section B-2

 Each lot has a legal means of access
If YES – STOP – see section B-3a
If NO – STOP – see section B-3b

Part A – Section B

1. One or more of the existing lots must be smaller than the current zoning district requires. Explain how the adjustment would create greater conformity on balance:

Part A – Section B

2. Explain how the adjustment would create a setback(s) that more nearly conforms to the standards:

Part A – Section B

3a. **ANSWERED YES**

Provide documentation of legal means of access; include the Auditor File Number(s) for any recorded easements and Access Permit numbers for driveways

Part A – Section B

3b. **ANSWERED NO**

If each lot does not have a means of legal access, a statement waiving the verification of legal access by the Town must be signed by all owners and attached to and recorded with the adjustment application.

Part A – Section C

Application Requirement Checklist

- Original Signature of every owner on the form, to be recorded.
- Complete Agent Authorization Form, if applicable
- Legible map which includes the requirements below:
The map shall be drawn to a standard engineering scale on paper no larger than 8.5” x 14”, with 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.

- ✓ Location, dimensions, and area of all proposed and existing lots
 - Identify existing property lines with a solid black line.
 - Identify proposed property lines with a dashed line.
 - ✓ Section, Township, Range and Assessor parcel number for all lots.
 - ✓ North Arrow and Scale of Drawing.
 - ✓ 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
 - ✓ Location of drain fields and well sites.
 - ✓ Location of adjacent streets and easements with access to adjacent lot.
 - ✓ Location and dimensions of the significant natural features (Ravines, slopes, seasonal drainageways, soggy areas, ditches, lakes, shorelines)
 - ✓ Critical Areas. Show known 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**. If the proposal is in an archaeological area, a report must be submitted that identifies resources and how they will be protected. For further guidance, refer to Chapter 16.34 of the Coupeville Town Code
 - ✓ Signature of person who prepared the map & date of preparation.
- Existing legal description of each lot or parcel
(Provide a copy of the most recent recorded deed conveying title for the subject properties)
 - Proposed legal description of each revised Lot or Parcel
 - 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
 - Acknowledgment Signed by all Owners that compliance with all applicable sections of Coupeville Town Code 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

BOUNDARY LINE ADJUSTMENT – PART B – to be recorded **BLA NUMBER** _____

Authorized Agent (Print Name) _____

<p>Parcel C</p> <p>_____ Owner's Name</p> <p>_____ Owner's Name</p> <p>_____ Mailing Address</p> <p>_____ City, ST, Zip</p> <p>_____ Phone</p> <p>_____ Email</p>	<p>_____ Assessor Parcel Number</p> <p>_____ Plat Name or Short Plat Number, if applicable</p> <p>_____ Block No. Lot No. Recorded Auditor's File No.</p> <p>_____ Owner's Signature</p> <p>_____ Owner's Signature</p>
<p>Parcel D</p> <p>_____ Owner's Name</p> <p>_____ Owner's Name</p> <p>_____ Mailing Address</p> <p>_____ City, ST, Zip</p> <p>_____ Phone</p> <p>_____ Email</p>	<p>_____ Assessor Parcel Number</p> <p>_____ Plat Name or Short Plat Number, if applicable</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, ST, Zip</p> <p>_____ Phone</p> <p>_____ Email</p>	<p>_____ Assessor Parcel Number</p> <p>_____ Plat Name or Short Plat Number, if applicable</p> <p>_____ Block No. Lot No. Recorded Auditor's File No.</p> <p>_____ Owner's Signature</p> <p>_____ Owner's Signature</p>

BOUNDARY LINE ADJUSTMENT – PART B – to be recorded **BLA NUMBER** _____

Authorized Agent (Print Name) _____

<p>Parcel F</p> <p>_____ Owner's Name</p> <p>_____ Owner's Name</p> <p>_____ Mailing Address</p> <p>_____ City, ST, Zip</p> <p>_____ Phone</p> <p>_____ Email</p>	<p>_____ Assessor Parcel Number</p> <p>_____ Plat Name or Short Plat Number, if applicable</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, ST, Zip</p> <p>_____ Phone</p> <p>_____ Email</p>	<p>_____ Assessor Parcel Number</p> <p>_____ Plat Name or Short Plat Number, if applicable</p> <p>_____ Block No. Lot No. Recorded Auditor's File No.</p> <p>_____ Owner's Signature</p> <p>_____ Owner's Signature</p>
<p>Parcel H</p> <p>_____ Owner's Name</p> <p>_____ Owner's Name</p> <p>_____ Mailing Address</p> <p>_____ City, ST, Zip</p> <p>_____ Phone</p> <p>_____ Email</p>	<p>_____ Assessor Parcel Number</p> <p>_____ Plat Name or Short Plat Number, if applicable</p> <p>_____ Block No. Lot No. Recorded Auditor's File No.</p> <p>_____ Owner's Signature</p> <p>_____ Owner's Signature</p>

BOUNDARY LINE ADJUSTMENT – PART B – ACKNOWLEDGEMENTS – to be recorded

BLA NUMBER _____

WAIVER OF CRITICAL AREAS REVIEW BY TOWN

(IF evidence of critical areas is not provided, this part must be signed by all property owners)

I/We hereby certify that I/we have elected to waive critical areas review by the Town and acknowledge any future alteration to a critical area or buffer, pursuant to Chapter 16.34, Coupeville Town Code, shall not be permitted unless the extent of the proposed alteration is less than any alteration that would be have been necessary prior to approval of this Boundary Line Adjustment. This condition is binding on future owners.

Parcel: _____
(A,B,etc) _____ Owner's Name _____ Owner's Signature _____ Date

Parcel: _____
(A,B,etc) _____ Owner's Name _____ Owner's Signature _____ Date

Parcel: _____
(A,B,etc) _____ Owner's Name _____ Owner's Signature _____ Date

Parcel: _____
(A,B,etc) _____ Owner's Name _____ Owner's Signature _____ Date

WAIVER OF VERIFICATION OF ACCESS BY TOWN

(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 Town and acknowledge it may not have been provided for at this time.

Parcel: _____
(A,B,etc) _____ Owner's Name _____ Owner's Signature _____ Date

Parcel: _____
(A,B,etc) _____ Owner's Name _____ Owner's Signature _____ Date

Parcel: _____
(A,B,etc) _____ Owner's Name _____ Owner's Signature _____ Date

Parcel: _____
(A,B,etc) _____ Owner's Name _____ Owner's Signature _____ Date

BOUNDARY LINE ADJUSTMENT – PART B – ACKNOWLEDGEMENTS – to be recorded

BLA NUMBER _____

FUTURE COMPLIANCE WITH TOWN CODE

(This part must be signed by all property owners)

I/We acknowledge that Coupeville Town Code 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 Coupeville Town Codes, including those contained in Titles 12(Streets, Sidewalks & Public Places), 13 (Public Services), 15 (Building & Construction) and 16 (Land Development Regulations), will be required before any development of the modified lots is permitted or before any permits are issued by the Town of Coupeville.

Parcel: _____
(A,B,etc) _____ Owner's Name _____ Owner's Signature _____ Date _____

Parcel: _____
(A,B,etc) _____ Owner's Name _____ Owner's Signature _____ Date _____

Parcel: _____
(A,B,etc) _____ Owner's Name _____ Owner's Signature _____ Date _____

Parcel: _____
(A,B,etc) _____ Owner's Name _____ Owner's Signature _____ Date _____

FOR TOWN USE ONLY

_____ Legal means of access has been waived by the Applicant(s)

See page # _____ of BLA

_____ Critical Area Review by Town has been waived by the Applicant(s)

BOUNDARY LINE ADJUSTMENT – PART B – MAP – to be recorded

BLA NUMBER _____

(Maps drawn in pencil or taped on will not be accepted)

BOUNDARY LINE ADJUSTMENT – PART B – MAP – to be recorded

BLA NUMBER _____

This map is not a formal survey.
 Before development will be permitted, compliance with all applicable Town 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	Current Area (acres/sq. ft.)	Range (acre/sq.ft.
A		
B		
C		
D		
E		
F		
G		

Applicant Signature

Parcel	Owner	Date	Owner	Date
A				
B				
C				
D				
E				
F				
G				

BOUNDARY LINE ADJUSTMENT – PART B – Legal Descriptions– to be recorded

BLA NUMBER _____

LEGAL DESCRIPTION OF EXISTING PARCELS

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

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

BOUNDARY LINE ADJUSTMENT – PART B – Legal Descriptions– to be recorded

BLA NUMBER _____

LEGAL DESCRIPTION OF PROPOSED PARCELS

Attach additional pages as needed

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