



## 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:

Josh Pitts, 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](mailto: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.**

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

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Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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E-mail address \_\_\_\_\_ Phone \_\_\_\_\_

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SIGNATURE AND PRINTED NAME \_\_\_\_\_ DATE \_\_\_\_\_

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Address of Subject Property \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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Assessor's Parcel Number \_\_\_\_\_ Zoning Designation \_\_\_\_\_

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Plat Name \_\_\_\_\_

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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:

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**Part A – Section B**

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

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**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

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**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 18"x24", with one (1) inch margin, on all sides for recording purposes.

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

**RETURN ORIGINAL DOCUMENT TO:**

Name (Print) \_\_\_\_\_  
 Street \_\_\_\_\_  
 City, ST, Zip \_\_\_\_\_

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

Authorized Agent (Print Name) \_\_\_\_\_

<p><b>Parcel A</b></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><b>Parcel B</b></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>

Located in: \_\_\_\_\_ ¼ of the \_\_\_\_\_ ¼ of Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_  
 Abbreviated Legal Description \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

Authorized Agent (Print Name) \_\_\_\_\_

<p><b>Parcel C</b></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><b>Parcel D</b></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><b>Parcel E</b></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><b>Parcel F</b></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><b>Parcel G</b></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><b>Parcel H</b></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** \_\_\_\_\_

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