

MASON COUNTY

BOUNDARY LINE ADJUSTMENT REQUIREMENTS

A Boundary Line Adjustment (BLA) is a change in boundaries between two (2) or more legal lots resulting in the same numbers of lots or less. The process must not create any parcel, tract, lot, site, or division, which contains insufficient area and dimension to meet minimum requirements for width and area for a building site. A BLA may be the resolution or remedy for various situations, such as boundary line disputes or enlargement of a parcel to enhance a buildable area. **Send complete application packet with fees to Mason County Permit Center, 615 W. Alder Street, Shelton, WA 98584.**

PROCESS:

1. **Application**: Complete the application. Please answer all questions as thoroughly as possible.
2. **Declaration**: Complete the Declaration (all legal descriptions must be certified by a Title Company or registered land surveyor). The Declaration of Boundary Line Adjustment must have the notarized signature of all owners of properties involved. All pages of the document, including the map (#3) must have a Department of Community Development Planning Division acceptance block. Please submit the original Declaration and one additional copy.
3. **Map**: A new map of the affected parcels must be submitted, **drawn to scale** tying involved lot corners to section corners, quarter corners, or if applicable to the road center line monument. The map must also show all structures, wells and septic fields. Paper size must be a minimum of 8-1/2" by 11" but not exceed 8-1/2" by 14". A 24" by 18" survey map may also be recorded, at extra cost, in conjunction with a BLA. You may draw the map, providing it is prepared in a neat, legible manner, or have the Title Company or surveyor do it for you.
4. **Tract Book Ownership Report**: A current (issued within 90-days of submittal) Tract Book Ownership Report obtained from a Title Company must accompany all BLA's at the time of application. This must show the legal descriptions for each lot involved in the BLA.
5. **Site Inspection**: Excluding cases where entire parcels are being combined or lot lines are being adjusted the minimum amount necessary to resolve an encroachment; a site inspection on undeveloped lots will be required (\$300) before a BLA can be approved. Environmental reviews will add additional time and expense to the BLA process, but should prevent property owners from inadvertently rendering their property unbuildable due critical/resource area setbacks.
6. **Fees**: The Planning Review Fee is \$330 (2 resulting lots) plus \$37 per additional lot (check made payable to Mason County Treasurer) along with a \$50.00 GIS fee. When your application is approved, a staff member will take the document to the Mason County Auditor's office for recording. The recording fee of \$158.00 (check made payable to Mason County Auditor) is due at the time of recording (if accompanied by a survey map include an additional \$74.00, plus \$1.00 per page). After the documents (map, coversheet, application, and declaration) have been recorded, copies will be sent to the applicant (property owners). Please note that property taxes currently due must be paid before the BLA can be recorded.
7. The property owners must have their own arrangements as to compensation or other consideration for the exchange of property ownership. The recorded BLA only sets for the new legal description and lot lines; **It does not convey the property.**
8. After the BLA has been approved and recorded at the Auditor's office, Deeds of Conveyance may be recorded. The deeds must reflect the approval of the BLA using the assigned BLA number and the Auditor's file number.

ALL INFORMATION PERTAINING TO THE APPLICATION, EXCEPT THE RECORDING FEE, ARE DUE AT THE TIME OF SUBMITTAL. INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE RESPONSIBLE PARTY.

MASON COUNTY

BOUNDARY LINE ADJUSTMENT CHECKLIST

In order for the Planning Department to process your Boundary Line Adjustment quickly, we ask that you double-check your finished application to ensure to that it is complete and free of errors.

1. APPLICATION

- Make sure that all questions are answered.
- Make sure that your 12-digit parcel number is correct.
- Make sure that the proper signatures are in place.
- Be sure that your application is signed and sealed by a notary public.
- Be sure that the resulting area of each parcel is included.
- Be sure that resulting lot sizes are shown.

2. TRACT BOOK OWNERSHIP (TBO)

- Be sure that the taxes are paid for **entire current year**.
- Be sure TBO is signed by Title Company (Must be original TBO. TBO must show easement to property or other form of ingress/egress).

3. DECLARATION

- Make sure information is complete.
- Make sure Volume and Page numbers are correct.
- Make sure legal descriptions are complete and correct.
- Make sure each page contains Acceptance Blocks.
- Be sure Declaration is signed and sealed by notary public.
- Submit the original and a copy.

4. MAP

- North Arrow
- Scale
- Owners Name and Address
- 12-digit Parcel Numbers
- Abbreviated Legal Description
- Be sure all bearings and distances called out on your Declaration are shown on map.
- Show all structures, wells, and drainfields.
- Submit the original and a copy.

5. FEES

- BLA review fee is \$330 (+) to be paid when you submit your application.
- Recording fee is \$158, or \$158 plus \$74 and \$1.00 per page - if a survey map is recorded simultaneously (due when ready to be recorded – checks made payable to Mason County Auditor). You will be contacted for this recording fee when the BLA review is complete, and it is ready to be recorded.

6. TAXES

- The property taxes must be paid before the BLA can be recorded.

If applications are not complete and correct, they will be returned to the applicant, or their agent, which delays the final acceptance of your application.

BOUNDARY LINE ADJUSTMENT APPLICATION SIGNATURE PAGE

NOTE: The owner(s) whose signatures appear below certify that they are the legal owner's of the property encompassed by this Boundary Line Adjustment and approve of the Boundary Line Adjustment of their property.

(signature)

(signature)

STATE OF WASHINGTON)
 :SS
COUNTY OF MASON)

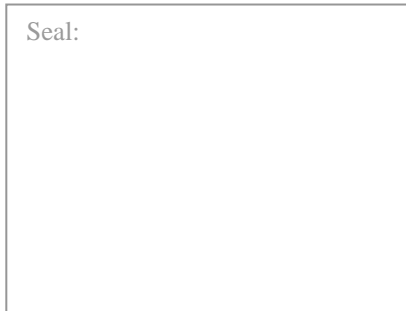
ON THIS DAY personally appeared before me _____
to me known to be the individual described in and who executed the within and foregoing
instrument acknowledge that _____ signed the same as _____ free and voluntary act.
GIVEN under my hand and official seal this ___ day of _____, 20_____.



NOTARY PUBLIC in and for the State
of Washington, residing at
_____.

STATE OF WASHINGTON)
 :SS
COUNTY OF MASON)

ON THIS DAY personally appeared before me _____
to me known to be the individual described in and who executed the within and foregoing
instrument acknowledge that _____ signed the same as _____ free and voluntary act.
GIVEN under my hand and official seal this ___ day of _____, 20_____.



NOTARY PUBLIC in and for the State
of Washington, residing at
_____.

DECLARATION OF BOUNDARY LINE ADJUSTMENT

A division made for the purpose of adjusting boundary lines, which does not create any additional lot, tract, parcel, site, or division nor create any lot, tract, parcel, site, or division, which contains insufficient area, and dimension to meet minimum requirements for width and area.

PLEASE NOTE! THIS DOCUMENT DOES NOT CONVEY TITLE

THIS DECLARATION MADE THIS _____ day of _____, 20____ by _____, and the real property legally described hereinafter as "PARCEL (1)". 2ND by _____, his wife, "Declarant(s) as owners of the real property legally described hereinafter as "PARCEL (2)" who wish to adjust the common property line between said "PARCEL (1)" and "PARCEL (2)" without creating any additional lot, tract, or site. The land described as "PARCEL (3)" shall become a permanent part of an appurtenant to land described as "PARCEL (2)" and together shall not be further subdivided without prior written permission of the Director of Community Development of Mason County.

"PARCEL (1)" (Assessor's Parcel No. _____) is legally described as:

"PARCEL (2)" (Assessor's Parcel No. _____) is legally described as:

"PARCEL (3)" to be transferred from Parcel No. _____ to Parcel No. _____ is legally described as:

BLA# _____

DATE APPROVED _____

Director of Community Services

“PARCEL (4)” (Applicable only when an exchange is involved.) Parcel to be transferred from PARCEL _____ to PARCEL _____ is legally described as:

“PARCEL (5)” Subsequent to this transaction, the resulting single lot “PARCEL (1)”, shall be described as:

“PARCEL (6)” Subsequent to this transaction, the resulting single lot “PARCEL (2)”, shall be described as:

I (*Title Company Official or Surveyor*) hereby certify that the land descriptions of this Boundary Line Adjustment are the full and correct descriptions.

Name

Signature

BLA# _____

DATE APPROVED _____

Director of Community Services

Declarant(s)/ Owners of original parcel:

<u>NAME</u>	<u>MAILING ADDRESS</u>	<u>CITY/ZIP CODE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

IN WITNESS WHEREOF, the parties hereto have executed this instrument as of the date first above written.

DECLARANTS (signatures)

STATE OF WASHINGTON)
 :SS
COUNTY OF MASON)

ON THIS DAY personally appeared before me _____
To me known to be the individual(s) described in and who executed the within and foregoing
Declaration and acknowledge that _____ signed the same as
_____ free and voluntary act.

GIVEN under my hand and official seal this ____ day of _____, 20__.

Notary Seal Here

(Signature)
NOTARY PUBLIC in and for the State
Of Washington, residing at

BLA# _____

DATE APPROVED _____

Director of Community Services

BOUNDARY LINE ADJUSTMENT MAP

SCALE:

Owner Name/Address:

Abbreviated Legal Description:

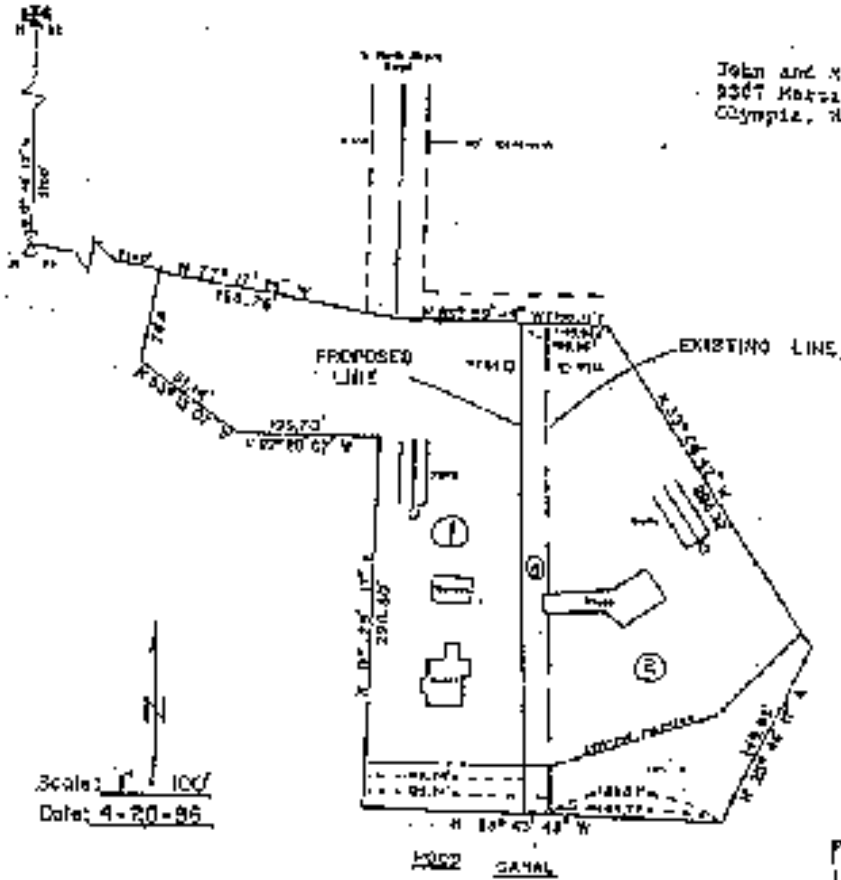
BLA# _____

Parcel #'s:

DATE APPROVED _____

Director of Community Services

BOUNDARY LINE ADJUSTMENT MAP



John and Mary Doe
2307 Marston Ave NW
Olympia, WA 98502

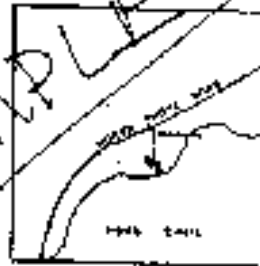
Scale: 1" = 100'
Date: 4-20-86

A portion of the South half (32/2)
of the Northeast quarter (NE 1/4)
of Section (2), Township (22) North,
Range (2) West, W.M.

Parcel Nos. 2222-75-00120 and
2222-75-00155

Volume 3 of Survey's
pages 17 & 18

SAMPLE ONLY



VICINITY MAP

Sec. 2 T22N R2W

DATE APPROVED: _____

Director of Community Services

**Mason County
Community Services Department
615 W. Alder Street
Shelton, WA 98584**

Please print neatly or type information

DOCUMENT TITLE(S)

REFERENCE NUMBER(S) OF RELATED DOCUMENTS

(ADDITIONAL REFERENCE #'S ON PAGE ___)

GRANTOR(S) (Last, first and middle initial)

GRANTEE(S) (Last, first and middle initial)

(ADDITIONAL REFERENCE #'S ON PAGE ___)

LEGAL DESCRIPTION (Abbr. form: quarter/quarter, section, township & range, plat, lot & block)

(ADDITIONAL REFERENCE #'S ON PAGE ___)

PARCEL NUMBER(S)

(ADDITIONAL REFERENCE #'S ON PAGE ___)

The Auditor/Recorder will rely on the information provided on this form. The staff will not read the document to verify the accuracy or completeness of the indexing information provided herein.



MASON COUNTY COMMUNITY SERVICES

Building, Planning, Environmental Health, Community Health
615 W. Alder St. – Bldg. 8, Shelton, Wa 98584
Phone: (360) 427-9670 ext. 352 ♦ Fax: (360) 427-7798

SPI _____ - _____

PLEASE PRINT

\$300.00 FEE REQUIRED

PLANNING DEPT. PRE-INSPECTION APPLICATION

1. **Owner:** _____
 Site Address: _____
 Owner Address: _____
 City: _____ St _____ Zip _____
 Phone:(_____) _____ day
 Phone:(_____) _____ evening

Applicant: _____
 Applicant Address: _____
 City: _____ St _____ Zip _____
 Phone:(_____) _____ day
 Email: _____

Planner: _____
 SMP _____ Comp. Plan _____ Type of Use _____
 Water Body _____

2. **Parcel No.** _____ - _____ - _____
Parcel No. _____ - _____ - _____

Legal Description: _____

3. Purpose of Pre-Inspection: _____
 4. _____

5. Use of building: _____

6. Do any of the following exist on or adjacent to property?: slope () saltwater () lake () river ()
 pond () wetland () seasonal runoff () other () stream () seasonal creek ()

Directions to Site: _____

If the information is incomplete, then Mason County must disclaim any errors resulting from deficiencies in the original application. Pre-inspection reports remain valid only until development changes occur in the vicinity which affect the lot evaluated in this inspection, or the laws regulating development of the site change after the time of inspection.

Applicant Signature: _____ Date: _____

If you would like to be on site during inspection, please check here: ()
 Return application to: Mason County Community Services, Planning Division
 615 W. Alder Street
 Shelton, WA 98584
 (360) 427-9670 ext. 352

Please include a \$300.00 check or money order payable to Mason County Treasurer

When completed, this form becomes part of the parcel file.

FOR OFFICE USE ONLY: Accepted by: _____ Date: _____

Please illustrate below the proposed building site in relation to critical areas (slopes, streams, lakes, wetlands, etc.) existing improvements, as well as property lines. **APPLICATIONS SUBMITTED WITHOUT ADEQUATE ILLUSTRATIONS WILL NOT BE ACCEPTED AND WILL BE RETURNED TO THE APPLICANT.**



Departmental Review
(For Office Use Only)

Planning Department Findings: _____

