

# CITY OF ALGONA

## APPLICATION FOR Boundary Line Adjustment

200 Washington Boulevard  
Algona, WA 98001  
(253) 833.2897



<b>Application #</b>		<b>Date Received</b>	
<b>Amount Paid</b>		<b>Received By</b>	
<b>Receipt #</b>		<b>Date Complete</b>	

### PROPERTY OWNER INFORMATION

<b>Legal Owner's Name</b>					
<b>Owner's Address</b>					
<b>City</b>		<b>State</b>		<b>Zip</b>	
<b>Phone #</b>		<b>Email</b>			
I certify under the penalty of the laws of the State of Washington that I am the property owner of the property that is the subject matter of this application and I am authorizing to and hereby do consent to the filing of this application and acknowledge that the final approval by the City of Algona, if any, may result in restrictions, limitations, and construction obligations being imposed on this real property.					
<b>Printed Name of Property Owner(s)</b>					
<b>Signature of Property Owner(s)</b>					

### APPLICANT INFORMATION (If different from property owner)

<b>Applicant's Name</b>					
<b>Applicant's Address</b>					
<b>City</b>		<b>State</b>		<b>Zip</b>	
<b>Phone #</b>		<b>Email</b>			
<b>Applicant's Signature</b>					

### PRIMARY CONTACT INFORMATION (If different from property owner)

<b>Contact's Name</b>					
<b>Contact's Address</b>					
<b>City</b>		<b>State</b>		<b>Zip</b>	
<b>Phone #</b>		<b>Email</b>			

### PROPERTY INFORMATION

<b>Address</b>			
<b>Parcel Number(s)/</b>			
<b>Acreage/Square Feet</b>		<b>Current Zoning</b>	
<b>Current Use</b>			
<b>Proposed Use</b>			
<b>Outstanding Permit(s) Numbers</b>			

PROPOSAL INFORMATION

<b><u>Proposal</u></b> Please provide a thorough description of your proposed project.	
<b><u>Sensitive Areas</u></b> Are there any wetlands, steep slopes, or other sensitive areas onsite? If so, please list any related critical area studies that have been completed for the subject property and include a copy of each with this application.	

# CITY OF ALGONA

## SUBMITTAL REQUIREMENTS AND REVIEW PROCESS FOR Boundary Line Adjustment



### A. APPLICABILITY

#### Boundary Line Adjustment

A Boundary Line Adjustment is the City's submittal process to produce minor or insignificant changes in property lines. A boundary line adjustment is intended to apply to boundary changes, to correct a controversy regarding the location of a boundary line, or to remedy adverse topographical features. The requirements and procedures for all Boundary Line Adjustment applications is governed by Chapter 19.08 AMC.

### B. MINIMUM SUBMITTAL REQUIREMENTS

**The following items are the minimum initial submittal requirements for processing a Boundary Line Adjustment**

- ☐ Completed and signed application form and associated fee
- ☐ A copy of a Project Description and Land Use Narrative
- ☐ A title report dated within 30 days of submittal date
- ☐ A copy of the survey
- ☐ One copy of the preliminary plans, including:
  1. Stamp and signature of a Washington State-licensed surveyor;
  2. North arrow, scale and date;
  3. Name and address of the owner(s) of the property;
  4. Parcel numbers for all affected parcels;
  5. An original legal description of all existing parcels contained in the boundary line adjustment;
  6. Proposed new legal descriptions for the modified lots/parcels;
  7. All dimensions and bearings of the exterior boundary line adjustment boundary and proposed lots with ties to at least two known monuments. If necessary, an alternate system may be used with prior approval of the city of Algona engineering department;
  8. Names of adjacent subdivisions adjoining property owners
  9. All section lines within and adjacent to the boundary line adjustment;
  10. The existing and, if applicable, proposed future method of sewage disposal for each affected lot. Where any lot affected by a proposed lot line adjustment is served or is likely to be served in the future by an on-site sewage disposal system, a percolation test for each such lot may be required by the city engineer when the city engineer finds that the proposed adjustment could adversely affect the ability of such lot to be adequately served

- by such on-site system;
11. Declaration blocks shall be provided for the lot owner(s), surveyor, approving governmental agencies and recording certification in a manner as prescribed by the city planner;
  12. Existing lots, including their layout, exterior dimensions, size and lot numbers. The line(s) to be adjusted should be dashed and marked as such ("existing line");
  13. Revised lots, including their layout, exterior dimensions, size, and lot numbers. The adjusted line(s) should be solid and noted as such ("revised line")
  14. The total area of the boundary line adjustment and rebar and caps set at any new lot/boundary corners;
  15. Location of all existing structures and their distances to the adjusted line(s). If these structures are to be removed or moved, please note them as such;
  16. Main building setbacks required on each revised lot;
  17. Location of all existing fences, walls and other improvements in close proximity to the adjusted line(s), including encroachments, and their distances from the adjusted line(s);
  18. All existing and proposed easements within and adjacent to the boundary line adjustment. Easements should be labeled (i.e., "Proposed private access and public utility easement to benefit Lot 1") and existing easements should also include their recording numbers. Note: Easements cannot be created via a boundary line adjustment and must be recorded separately;
  19. Location of private utility lines (sewer, water, power, gas, etc.) serving existing structures on the property, if those existing structures are to remain;
  20. Existing contour lines of the site as well as proposed new contours, if the proposal involves re-grading, are required. Contours shall be at a minimum of five-foot intervals;
  21. Location of any wetland or surface water body (stream, pond, lake) on or within three hundred feet of property; and
  22. Location of any other critical area(s) on the site, geologically hazardous areas, fish and/or wildlife habitat, flood zones or aquifer recharge areas.

#### **C. BOUNDARY LINE ADJUSTMENT SUBMITTAL INSTRUCTIONS AND REVIEW PROCESS**

1. A boundary line adjustment application is submitted by hand, mail, or email to City Hall. Email submittals are accepted at [juliek@algonawa.gov](mailto:juliek@algonawa.gov).
2. City staff administratively review the application.
3. Once the final approval is issued, the applicant must record the boundary line adjustment with the King County Auditor's Office within 6 months of approval, or the boundary line adjustment will become null and void.