

BOUNDARY LINE ADJUSTMENT APPLICATION CHECKLIST

A boundary line adjustment is a division made for the purpose of alteration by adjusting boundary lines of lots, which does not create any additional lot, tract, parcel, or division nor create any lot, tract, parcel, site, or division which contains insufficient area and dimensions to meet the minimum requirements for width and area for building as required by the Wenatchee City Code.

Please use the following checklist to insure you have all the necessary items for a complete application. In order to facilitate the timely processing of the boundary line adjustment, we will not be able to accept your application if any of the required items listed below are missing. If you have any questions, please contact the Planning Division at 509-888-3256.

- Declaration form complete and signed by each property owner and notarized.
- A legal description for the current configuration of each individual lot. Each lot shall be labeled alphanumerically, A-Z, with corresponding labels on the scaled site plan.
- A legal description for the new configuration of each individual lot. Each lot shall be labeled alphanumerically, A-Z, with corresponding labels on the scaled site plan.
- A scaled site plan (labeled Exhibit A) prepared by a licensed professional land surveyor that discloses the location of the present and proposed property boundaries, location of all buildings, utilities, easements, streets, north arrow, etc.
- Beginning with the declaration form pages, each page of the boundary line adjustment application submittal shall be sequentially number at the bottom of each page. An example has been included for your convenience.
- Application fees as provided in Wenatchee City Code Chapter 1.99 Fee Schedules.

Once your application has been reviewed and approved by the city, the identified contact person(s) on the application will be called to pick up the boundary line adjustment for recording. Please note the original recorded document must be return to the City of Wenatchee.

Recording document requirements:

- All pages to be recorded shall be on paper of a weight and color capable of producing a legible image that are not larger than 8 ½" wide by 14" long with text written at 8 point type or larger.
- All text must be of sufficient color (black) and clarity (typed) to ensure that when the text is imaged all text is readable.
- All pages must have a minimum of one-inch margin on the top, bottom, and sides.
- No attachments may be affixed to the pages.
- Pay recording fees. For fee amount please contact the Chelan County Auditor's Office at 509-667-6815.



Department of Community Development

Planning Division

1350 McKittrick Street, Suite A
Wenatchee, WA 98801
(509) 888-3200

BOUNDARY LINE ADJUSTMENT APPLICATION

Date Stamp

Accepted By:

Receipt No.

File No.

Fill out all the applicable sections below. Please indicate who should receive correspondence and notices by checking the box within each section:

Applicant:

Mailing Address:

Contact No.:

E-mail Address:

Complete the section if an agent is acting for the applicant or owner during the review process:

Authorized Agent:

Mailing Address:

Contact No.:

E-mail Address:

Surveyor:

Mailing Address:

Contact No.:

E-mail Address:

Parcel A Owner's Name(s):

Mailing Address:

Contact No.:

E-mail Address:

Parcel B Owner's Name(s):

Mailing Address:

Contact No.:

E-mail Address:

If there are more than two property owners, please submit a separate sheet including the names, mailing address, contact number, and e-mail address (if available).

This application shall be subject to all additions to and changes in the laws, regulations and ordinances applicable to the proposed development until a determination of completeness has been made pursuant to Chapter 13.07 Wenatchee City Code.

Applicant/Authorized Agent Signature:

Date:

Current Parcel A:

Provide legal description text here

Current Parcel B:

Provide legal description text here

New Parcel A:

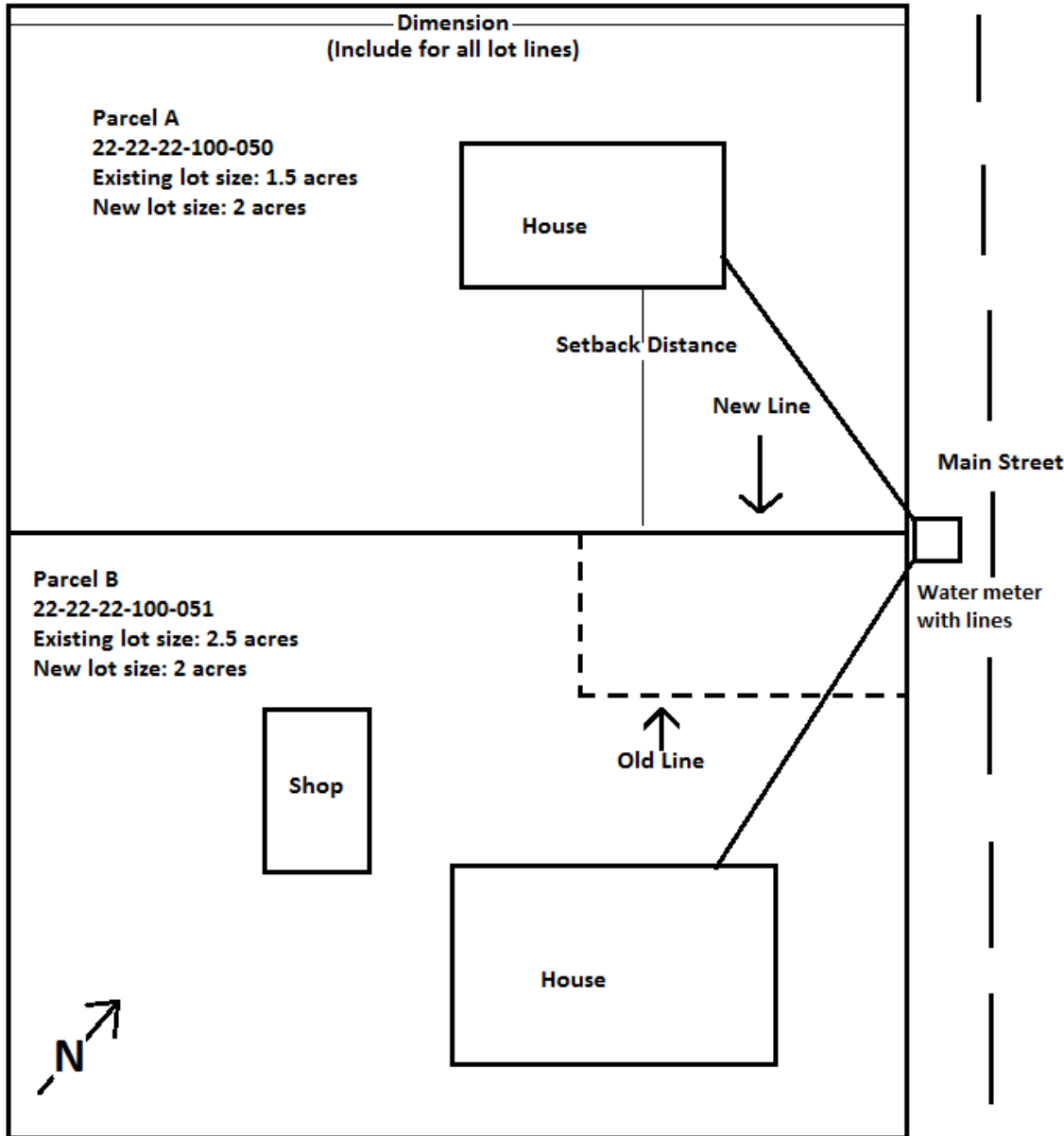
Provide legal description text here

New Parcel B:

Provide legal description text here

SAMPLE

Exhibit A



When recorded, return document to:
Public Services Center
1350 McKittrick Street, Suite A
Wenatchee, WA 98801

**DECLARATION RE: BOUNDARY LINE ADJUSTMENT
No.**

This declaration is for the purpose of adjusting the a boundary between the properties below. Boundary adjustments are processed as a courtesy to assist property owners in preparing information to be used to change boundaries of their properties. The City of Wenatchee provides no legal warranties. The boundary adjustment is not considered complete until all signatures are obtained, the boundary adjustment form is recorded and deeds transferring title to the properties involved are executed and recorded. You should consult an attorney or title company for information on preparing and executing deeds.

Parcel A

Owner's Name(s):

Property Address:

Parcel No.:

Abbreviated Legal Description:

Present Lot Size:

Proposed Lot Size:

Parcel B

Owner's Name(s):

Property Address:

Parcel No.:

Abbreviated Legal Description:

Present Lot Size:

Proposed Lot Size:

Note: All property owner's of lands involved in this proposed boundary adjustment shall be listed.
Use additional forms if necessary.

**BOUNDARY LINE ADJUSTMENT
No.**

Parcel

Owner's Name(s):

Property Address:

Parcel No.:

Abbreviated Legal Description:

Present Lot Size:

Proposed Lot Size:

Parcel

Owner's Name(s):

Property Address:

Parcel No.:

Abbreviated Legal Description:

Present Lot Size:

Proposed Lot Size:

Parcel

Owner's Name(s):

Property Address:

Parcel No.:

Abbreviated Legal Description:

Present Lot Size:

Proposed Lot Size:

Note: All property owner's of lands involved in this proposed boundary line adjustment shall be listed.
Use additional forms if necessary.

DECLARATION

Each of the undersigned does hereby declare and acknowledge that the City of Wenatchee provides no representation that: 1) properties have legal access; 2) applicants are able to obtain permits necessary for development and construction, including without limitation land divisions, conditional uses, planned developments, variances, building permits; 3) easements and subsurface utilities and features have not been affected by the adjustment; 4) the proposed legal descriptions are sufficient and accurate; 5) critical areas may impact properties involved; and 6) the boundary adjustment is allowed/prohibited by covenants or law.

DISCLAIMER

Since a boundary line adjustment is exempt from the procedural requirements of RCW 58.17, the City of Wenatchee assumes no liability in any action which may arise as a result of this boundary line adjustment. The owners of the properties represented herein, their successors and/or assigns, do hereby acknowledge and agree that the City is not liable in any action arising out of this matter and agree to indemnify, defend and hold the City of Wenatchee harmless from any and all claims, lawsuits and other actions.

Property Owner(s) Parcel A

Property Owner(s) Parcel B

Print/Type Name/Company Name and Title

Print/Type Name/Company Name and Title

Signature of Authorized Owners

Signature of Authorized Owners

Print/Type Name/Company Name and Title

Print/Type Name/Company Name and Title

Signature of Authorized Owners

Signature of Authorized Owners

STATE OF WASHINGTON)
) ss.
COUNTY OF)

I certify that I know or have satisfactory evidence that

_____ signed this instrument and acknowledged it to be his/her/their free and voluntary act and deed for the uses and purposes mentioned in the instrument.

DATED this ___ day of _____,
_____.

By: _____

Notary Public residing at _____

My Appointment Expires: _____

DECLARATION

Each of the undersigned does hereby declare and acknowledge that the City of Wenatchee provides no representation that: 1) properties have legal access; 2) applicants are able to obtain permits necessary for development and construction, including without limitation land divisions, conditional uses, planned developments, variances, building permits; 3) easements and subsurface utilities and features have not been affected by the adjustment; 4) the proposed legal descriptions are sufficient and accurate; 5)critical areas may impact properties involved; and 6) the boundary adjustment is allowed/prohibited by covenants or law.

DISCLAIMER

Since a boundary line adjustment is exempt from the procedural requirements of RCW 58.17, the City of Wenatchee assumes no liability in any action which may arise as a result of this boundary line adjustment. The owners of the properties represented herein, their successors and/or assigns, do hereby acknowledge and agree that the City is not liable in any action arising out of this matter and agree to indemnify, defend and hold the City of Wenatchee harmless from any and all claims, lawsuits and other actions.

Property Owner(s) Parcel

Property Owner(s) Parcel

Print/Type Name/Company Name and Title

Print/Type Name/Company Name and Title

Signature of Authorized Owners

Signature of Authorized Owners

Print/Type Name/Company Name and Title

Print/Type Name/Company Name and Title

Signature of Authorized Owners

Signature of Authorized Owners

STATE OF WASHINGTON)
) ss.
COUNTY OF)

I certify that I know or have satisfactory evidence that _____ signed this instrument and acknowledged it to be his/her/their free and voluntary act and deed for the uses and purposes mentioned in the instrument.

DATED this ___ day of _____, _____.

By: _____
Notary Public residing at _____
My Appointment Expires: _____

CERTIFICATE OF LICENSED SURVEYOR

The undersigned certifies that he/she is a professional land surveyor licensed to practice in the State of Washington and that he/she has prepared the site plan and the legal descriptions of newly configured lots.

Signature

Date:

Print Name:

Contact No.:

[Affix License Seal Here]

PUBLIC SERVICES CENTER USE ONLY

Reviewed By: _____ Date: _____
Subdivision Administrator

Reviewed By: _____ Date: _____
City Engineer

The Subdivision Administrator's signature above confirms the following: no additional lots, tracts, or parcels are created nor will the resulting lots, tracts, or parcels be inconsistent with standards of the Wenatchee City Code Title 10 Zoning, the provisions of RCW 58.17 or any court order; no nonconformities with development regulations are created (size, dimensions, layout, setbacks, etc.); and plat, short plat, or binding site plan conditions are not affected by the boundary adjustment.