



BOUNDARY LINE ADJUSTMENT

Department of Community & Economic Development

321 E. 5th Street, Port Angeles, WA 98362
360.417.4750 | www.cityofpa.us | ced@cityofpa.us

file no. _____

A Boundary Line Adjustment (BLA) is used to apply boundary changes to lots in order to achieve a new lot configuration. A BLA cannot be used to create any additional lot. Please reference [Chapter 16.12 of the Port Angeles Municipal Code](#) for more information.

BOUNDARY LINE ADJUSTMENT CHECKLIST

A Boundary Line Adjustment may only be processed if the following criteria are met:

- The BLA does not create a new lot, tract, parcel, site, or division of land
- The BLA does not create a lot with insufficient area and dimensions
- The BLA does not create a non-conforming situation
- The BLA does not increase or intensify the degree of non-conforming structures, lots, or other factors with respect to zoning standards.
- The BLA does not evade requirements associated with the subdivision, redivision, or distribution of land

REQUIRED MATERIALS CHECKLIST

A BLA application may be determined complete when the items listed below are submitted to the Department of Community & Economic Development. Once an application has been determined to be complete, the City will provide a written response to the application within 20 business days.

BLA Application Form: A completed and signed application form

BLA Narrative: A description of the requested BLA and the reason for the adjustment. The narrative must include an explanation of how the proposal meets each of the standards listed in Section 16.12.060 PAMC.

Scaled Drawing: High-resolution 18-inch by 22-inch digital drawing including the following information

- Existing and adjusted location of lot/parcel lines
- Dimensions of all lot/parcel lines before and after adjustment
- Location of existing buildings, with setbacks and distances from existing and proposed property lines
- Property identification (i.e. address, legal description, parcel number)
- Location of any and all existing and proposed easements
- Location of public and private streets
- Location of existing and proposed access and egress
- Location of existing and proposed utilities (Water, Wastewater, Electric, Stormwater, etc.)

RECORDING

A survey shall be prepared and recorded with the Clallam County Auditor's Office on an 18-inch by 24-inch reproducible mylar. Full surveys are not required for boundary line adjustments when a single property line is involved. The mylar shall show property lines and dimensions, showing the new corners as staked on the ground, building locations, location of easements, and public and private streets. The mylar shall also contain signatures of all property owners and signature blocks for the Community and Economic Development and Public Works and Utilities Directors. A copy of the recorded survey shall be provided to the Department of Community and Economic Development.

In order to ensure that the adjustment does not create an additional lot, the following wording shall be included on each deed filed as part of the adjustment: "This conveyance is for the purpose of accomplishing a boundary line adjustment pursuant to RCW 58.17.040(6). It shall not create any additional lots, tracts, parcels, or division. Rather, the land described herein shall merge or be integrated into abutting property presently owned by the grantee(s)."

Form Revised 3/6/2023



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APPLICANT INFORMATION

Applicant Name: _____ (Property Owner: Yes No)
Mailing Address: _____
Phone: _____ Email: _____
Applicant's Representative (If other than applicant): _____
Phone: _____ Email: _____

SUBJECT PROPERTY

Property Owner(s): _____
Property Owner Address(es): _____
Full Street Address(es): _____
Full Legal Descriptions: _____
Property ID / Tax Parcel #: _____
Current Zoning: _____

| | Lot A | Lot B | Lot C | Lot D |
|-------------------------|-------|-------|-------|-------|
| Existing lot sizes (sf) | | | | |
| Proposed lot sizes (sf) | | | | |

I have read and completed the application and know it to be true and correct. I am authorized to apply for this permit and understand that it is my responsibility to determine what permits are required and to obtain permits prior to commencement of any work, use, or activity. I understand that I will forfeit review fees if I withdraw the application before the permit is issued.

Lot ___ Owner: _____
(Date) (Print Name) (Owner Signature)

Lot ___ Owner: _____
(Date) (Print Name) (Owner Signature)

| | |
|-------------|------------|
| Notes: | DATE STAMP |
| Fees: \$200 | |