



Garfield County Boundary Line Adjustment Application

P.O. Box 160, Garfield County Public Works, Pomeroy, WA 99347 509-843-1301
www.co.garfield.wa.us

1. PURPOSE:

The purpose of a boundary line adjustment is to provide an administrative method of modifying the boundary lines between two or more lots of record. The intent of a boundary line adjustment is to address setbacks from property lines, irregular shaped lots, nonconforming lot sizes, to modify lot lines to promote orderly and efficient community growth, or for other similar purposes.

2. APPLICANT INFORMATION:

Please check the box indicating primary contact person for this application

Applicant/Agent: _____

Mailing Address: _____

City _____ State _____ Zip Code _____

Phone _____ E-mail _____

Signature: _____ Date _____

Property Owner(s) *(if different)*: _____

Mailing Address: _____

City _____ State _____ Zip Code _____

Phone _____ E-mail _____

Signature: _____ Date _____

Signature: _____ Date _____

**If there are additional owners please copy this section, sign, and attach to the application*

Land Surveyor: _____

Mailing Address: _____

City _____ State _____ Zip Code _____

Phone _____ E-mail _____

3. PARCEL INFORMATION:

- a) Subject property address: _____
City _____ State _____ Zip Code _____
- b) Parcel No. 1: _____ Acres: _____
Parcel No. 2: _____ Acres: _____
Parcel No. 3: _____ Acres: _____
- c) Present Use of property: _____
- d) Please give a detailed explanation for adjustment request: _____

- e) Access: County Road State Road/Highway Private Road
- f) Additional comments or information: _____

4. PROCEDURE:

- A. A request for a boundary line adjustment shall be submitted to Garfield County Public Works together with the applicable fee and one copy of a sketch and other supporting documentation pertaining to the proposed boundary line adjustment adhering to the following requirements:
1. The sketch will be on 8.5" x 11" or 8.5" x 14" paper. If larger, there are two options: The drawing or survey could be reduced to paper sizes mentioned above as long as the print is no smaller than eight-point font size. If a larger size survey or drawing is filed, it must be on mylar and will be filed as a survey of record;
 2. Existing property lines that are to be changed or removed shall be shown as a dashed line, (- - -, etc.);
 3. Existing property lines that will not be changed shall be shown as a solid line;
 4. Proposed property lines shall be shown as a bold double line, (====);
 5. A north arrow and approximate scale shall be shown;
 6. Adjacent property owners shall be identified and labeled;
 7. Distance of structures to existing and proposed property lines must be shown, and setback information described;
 8. Lot dimensions must be shown and labeled;
 9. All site utilities-well and water lines, sewage lines, septic tank and drain field; gas, electrical, telephone, cable TV lines, driveways, road access, and easements must be located and described on the sketch;
 10. Creeks, wetlands, drainages, water bodies, and any portions of the parcel with slopes greater than twenty-five percent shall be shown on the sketch;
 11. Existing and proposed legal descriptions must be described. Legal descriptions and drawings shall include the acreage for each lot.

- B. The Administrator shall review the request for consistency with all applicable Garfield County development regulations and those items per section 5-03 of the Garfield County Subdivision Ordinance.

5. Final approval – Recording Required – Taxes Paid:

After the boundary line adjustment is reviewed and approved by the Administrator, the applicant or their representative shall present the approved application, a map indicating the adjustment, and other related materials to the County Auditor within thirty days of approval for filing and pay applicable recording fees. Taxes must be paid in full on parcels subject to this process and the Garfield County Treasurer must verify by signature prior to recording.

(FOR STAFF USE ONLY) Application Complete: Y N
Critical Areas: N Y: _____ Zoning: _____
Reviewed by: _____ Date: _____
