BOUNDARY LINE ADJUSTMENT APPLICATION CHECKLIST

Process:

Upon receipt of a Boundary Line Adjustment application, the Planning Division reviews the proposal. Once the review is complete the project planner will forward a letter to the applicant with the decision that approves or denies the application. The time limit for processing Type 1 permits will not be greater than 120 days. Criteria for approval of a Boundary Line Adjustment are listed in Clallam County Code 29.43.200. The Boundary Line Adjustment is a two-stage process, which could require a survey to be recorded to complete the process. At every stage of the permit application process, the burden of demonstrating that any proposed development is consistent with the Clallam County Codes is upon the applicant.

A complete application for a boundary line adjustment must include the following information:

☐ The original application with notarized authorization from all property owners.

☐ Vicinity map and site plan, showing the parcels both before and after the adjustment.

☐ Legal description of all properties subject to the boundary line adjustment. The applicant must submit Quit Claim Deeds and/or Statutory Warranty Deeds establishing WHEN and HOW the subject parcels were created. If the property is less than five acres in size the deeds must be dated before 1972 establishing the legal creation of the property.

☐ Boundary Line Adjustment fees $150, plus $50 each additional lot line

☐ Environmental Health Technical Review fees $115

Final Review Fees

Auditors Office
Recording Fee $138 for map plus $5 for each add’l page
Additional documents to be recorded $72 for 1st page plus $1 per add’l page
BOUNDARY LINE ADJUSTMENT APPLICATION

APPLICANT INFORMATION – PARCEL A

Name
Mailing Address
City
Phone Number
Tax Parcel Number
Size of Parcel Before
Size of Parcel After
AGENT INFORMATION (If applicable) I, ________________________, (applicant) do hereby authorize (agent) ________________________ to act on my behalf for this land division pursuant to Title 29, CCC.
Mailing Address
City
Phone Number

Owner Signatures
STATE OF WASHINGTON )
COUNTY OF CLALLAM )
I, __________________________, Notary Public in and for the State of Washington, do hereby certify on this ______ day of ____________________, ______, personally appeared ___________________________ to me known to be the individual(s) described in and who executed the within instrument and acknowledged that __________________ signed the same as __________________ free and voluntary act and deed for the purposes herein mentioned
GIVEN UNDER MY HAND AND OFFICIAL SEAL this ______ day of ____________________, ______.

______________________________
Notary Public in and for the State of Washington, residing at _________________________________

APPLICANT INFORMATION – PARCEL B

Name
Mailing Address
City
Phone Number
Tax Parcel Number
Size of Parcel Before
Size of Parcel After
AGENT INFORMATION (If applicable) I, ________________________, (applicant) do hereby authorize (agent) ________________________ to act on my behalf for this land division pursuant to Title 29, CCC.
Mailing Address
City
Phone Number

Owner Signatures
STATE OF WASHINGTON )
COUNTY OF CLALLAM )
I, __________________________, Notary Public in and for the State of Washington, do hereby certify on this ______ day of ____________________, ______, personally appeared ___________________________ to me known to be the individual(s) described in and who executed the within instrument and acknowledged that __________________ signed the same as __________________ free and voluntary act and deed for the purposes herein mentioned
GIVEN UNDER MY HAND AND OFFICIAL SEAL this ______ day of ____________________, ______.

______________________________
Notary Public in and for the State of Washington, residing at _________________________________

By making this application, you are hereby granting consent to the Clallam County Director of Community Development and his/her designee to enter and inspect the property, structure(s) or geophysical feature related thereto which is the subject of this application, Unless otherwise further granted, the consent to enter established by this application is terminated upon the final action on the application or resulting permit.

I certify, under penalty of perjury of the Laws of the State of Washington, that I am the owner or authorized agent* of the property that is the subject of this application.

Applicant Date Agent Date
SITE PLAN REQUIREMENT CHECKLIST

In order to help us process your permit request as efficiently as possible, please show ALL of the following information on the plot plan. All site plan sheets must be to scale and accurate. You may use the attached sheet or equivalent. Please note that the type of permit you are applying for may require additional information.

- North Arrow
- Scale (Minimum 1” = 20’; Maximum 1” = 200’)
- Date of Operation
- Name of Subdivision
- Property Dimensions (including location of any monuments or markers as a result of a survey)
- Existing and/or proposed lots and total areas (including clear identification of lot numbers)
- Adjacent Land Uses

EXISTING AND PROPOSED IMPROVEMENTS

- Location, width, grade and names of all existing and proposed private or public roads, streets, right-of-ways, easements, or driveways (including length, width and type of surface).
- Location and dimension of existing and proposed structure(s), including decks, pads, and foundations.
- Location of existing and proposed septic tank(s), drainfield(s) and reserve area or sewer lines.
- Location of above or below ground storage tank(s) including tank capacity.
- Location of utility easements and/or utility lines and irrigation ditches.
- Location of well(s), spring(s) or water lines (including name of water system, as applicable).
- Location of well-head protection area(s) (if applicable).
- Drainage Facilities (drywells or other proposed drainage plan)
- Setbacks of all improvements from property lines, utility lines, easements, roads and distance between structures.

CRITICAL AREA REQUIREMENTS

- The location of Natural Features (including rivers, creeks, streams, bluffs, slopes (both man-made or natural banks))
- Topography (including slope and grade)
- Boundary of stream, wetland and landslide buffers (as defined by CCC 27.12)
- Location of floodplains, floodways and channel meander hazards (including elevations)
- Proposed extent of clearing and grading

COMMERCIAL APPLICATIONS MUST ALSO INCLUDE:

- Parking Facilities, showing spaces and drive aisles, as per CCC 33.55
- Landscaping; showing location of plants, species listing as per CCC 33.53
- Outdoor Lighting; including location, fixture type/typical and specification sheets
- Signage (all exterior signs); as per CCC 33.57
- All Impervious Surface Areas
- Location of Fire Hydrants or Fire Protection Facilities