

**Return to:**

**Mason County Community Services**

**615 W Alder St**

**Shelton, WA 98584**

Please print neatly or type information

DOCUMENT TITLE(S)

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REFERENCE NUMBER(S) OF RELATED DOCUMENTS

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(ADDITIONAL REFERENCE #'S ON PAGE \_\_ )

GRANTOR(S) (Last, first, and middle initial)

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GRANTEE(S) (Last, first, and middle initial)

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(ADDITIONAL REFERENCE #'S ON PAGE \_\_ )

LEGAL DESCRIPTION (Abbr. form: quarter/quarter, section, township & range, plat, lot & block)

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(ADDITIONAL REFERENCE #'S ON PAGE \_\_ )

PARCEL NUMBER(S)

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(ADDITIONAL REFERENCE #'S ON PAGE \_\_ )

The Auditor/Recorder will rely on the information provided on this form. The staff will not read the document to verify the accuracy or completeness of the indexing information provided herein.



## MASON COUNTY COMMUNITY SERVICES

Building, Planning, Environmental Health, Community Health

### Boundary Line Adjustment Requirements

A Boundary Line Adjustment (BLA) is a change in boundaries between two (2) or more legal lots resulting in the same numbers of lots or less. The process must not create any parcel, tract, lot, site, or division, which contains insufficient area and dimension to meet the minimum requirements of Mason County Code Title 17. A BLA may be the resolution or remedy for various situations, such as boundary line disputes or enlargement of a parcel to enhance a buildable area.

**Send complete application with fees to:  
Mason County Permit Center  
615 W. Alder Street, Shelton, WA 98584.**

- Application:** Complete the application. Please answer all questions as thoroughly as possible.
- Declaration:** Complete the Declaration of Boundary Line Adjustment. The document must have the notarized signature of all owners of properties involved and must include a Department of Community Development Planning Division acceptance block. Please submit the original Declaration and one additional copy.
- Map:** A new survey map of the affected parcels must be submitted, tying involved lot corners to section corners, quarter corners, or if applicable to the road center line monument. The map must also show all structures, wells, and septic fields. The map shall also include a Department of Community Development Planning Division acceptance block.

***Note:** Maps and new legal descriptions for Boundary Line Adjustments must be prepared by a Professional Land Surveyor licensed in the State of Washington. The location of the adjusted property line must be staked on the ground and a survey map recorded meeting RCW 58.09.*

- Original Legal Descriptions:** Original legal descriptions for involved parcels shall appear on the survey map.
- Tract Book Ownership Report:** A current (issued within 90-days of submittal) Tract Book Ownership Report obtained from, and signed by, a title company shall accompany all BLA applications. TBO must show all lots involved in the BLA.
- Site Inspection:** Excluding cases where entire parcels are being combined or lot lines are being adjusted the minimum amount necessary to resolve an encroachment; a site inspection on undeveloped lots may be required before a BLA can be approved. Environmental reviews will add additional time and

**ALL INFORMATION PERTAINING TO THE APPLICATION ARE DUE AT THE TIME OF SUBMITTAL.  
INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE RESPONSIBLE PARTY.**



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expense to the BLA process but should prevent property owners from inadvertently rendering their property unbuildable due to critical/resource area setbacks. Site inspections have a separate fee.

**Environmental Health Review:** Boundary Line Adjustments resulting in parcels two acres or smaller in size are subject to review by the Mason County Health Department. An additional fee will be charged in such cases.

**Fees:** There is a Planning Review Fee and a GIS fee and, in some cases, an Environmental Health Department fee. See current fee schedule.

*Applicants are responsible for recording fees and all taxes associated with affected parcels. Boundary line adjustments involving only one property owner will need to have their property taxes paid current. Boundary line adjustments involving two or more property owners will need to have property taxes paid for the entire calendar year prior to recording with the Auditor. The boundary line adjustment declaration must be stamped by the Mason County Treasures Office before it can be recorded with the Auditor.*

The property owners must have their own arrangements as to compensation or other consideration for the exchange of property ownership.

*The recorded BLA only sets the new lot lines; **It does not convey title to the property.***

After the BLA has been approved and recorded at the Auditor's office, Deeds of Conveyance may be recorded. The deeds must reflect the approval of the BLA referencing the assigned BLA number and the Auditor's file number.

*The applicant has one year, from the date of approval, to record the boundary line adjustment or the boundary line adjustment will be considered invalid and will require re-approval before recording.*

After the BLA has been recorded with the Auditor, the Auditor's Office shall return the original Declaration to the Planning Department for archiving.

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### Boundary Line Adjustment Checklist

In order for the Planning Department to process your Boundary Line Adjustment quickly, we ask that you double-check your finished application to ensure that it is complete and free of errors.

#### Application

- Make sure that all questions are answered.
- Make sure that your 12-digit parcel numbers are correct.
- Make sure that the proper signatures are in place.
- Be sure that your application is signed and sealed by a notary public.
- Be sure that the resulting area of each parcel is included.
- Be sure that resulting lot sizes are shown.

#### Declaration

- Make sure information is complete.
- Make sure Volume and Page numbers are correct.
- Make sure each page contains Acceptance Blocks
- Be sure Declaration is signed and sealed by notary public.
- Submit the original and a copy.

#### Survey Map

- North Arrow and Scale
- Owners Name and Address
- 12-digit Parcel Numbers
- Abbreviated Legal Description
- Show all structures, wells, and drainfields.
- Make sure map contains Acceptance Block.
- Make sure that the map includes a place to reference to the auditor file number for the recorded Declaration of Boundary Line Adjustment.
- Submit the original and a copy.

#### Tract Book Ownership Report

- A current (issued within 90-days of submittal) Tract Book Ownership Report obtained from, and signed by, a title company shall accompany all BLA applications. TBO must show all lots involved in the BLA.

#### Fees

- See current fee ordinance for BLA and GIS fees.

#### Taxes

- The property taxes must be paid before the BLA can be recorded

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# MASON COUNTY COMMUNITY SERVICES

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## APPLICATION FOR BOUNDARY LINE ADJUSTMENT

### APPLICANT

Owner of Parcel     Purchaser of Parcel     Representative

Name:

Address:

Phone:

Alternative:

Email:

### OWNER (if other than applicant)

### SURVEYOR

Name:

Name:

Address:

Address:

Phone:

Phone:

Email:

Email:

### 12-DIGIT PARCEL

Area of Original Lot  
*(excluding tidelands)*

Area of Resulting Lot  
*(excluding tidelands)*

- -

acre / sq ft

acre / sq ft

- -

acre / sq ft

acre / sq ft

- -

acre / sq ft

acre / sq ft

- -

acre / sq ft

acre / sq ft

### TYPE OF ON-SITE STRUCTURES (provide lot numbers) (Show location and label each structure on map.)

Lot number

Structure Type

Additional Details

- -

- -

- -

- -

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**SPECIAL AREAS OF YOUR PROJECT SITE (Show checked areas on map)**

- Cliff / Steep Slope
- Draw / Gully
- Wetland / Swamp / Bog
- Salt Water \_\_\_\_\_ (*name of waterbody*)
- Creek / Stream / Ditch \_\_\_\_\_ (*name of creek / stream*)
- Fresh Water \_\_\_\_\_ (*name of fresh waterbody*)
- River \_\_\_\_\_ (*name of river*)
- Lake / Pond \_\_\_\_\_ (*name of lake / pond*)

**IS ANY PORTION OF THE PROPERTY SHOWN IN FEMA MAPPED FLOODZONE?**

No  Do not know

Yes:

A,  AE,  AE, Floodway  AO  VE,

**ALL INFORMATION PERTAINING TO THE APPLICATION ARE DUE AT THE TIME OF SUBMITTAL.  
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**BOUNDARY LINE ADJUSTMENT APPLICATION SIGNATURE PAGE**

Note: The applicant(s) whose signatures appear below certify that the information provided on this application is true and correct.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(signature)

STATE OF WASHINGTON )  
:SS  
COUNTY OF MASON )

ON THIS DAY personally appeared before me \_\_\_\_\_ to me known to be the individual described in and who executed the within and foregoing instrument acknowledge that \_\_\_\_\_ signed the same as \_\_\_\_\_ free and voluntary act.

*Notary Seal:*

\_\_\_\_\_  
NOTARY PUBLIC IN AND FOR THE State of Washington, residing at  
\_\_\_\_\_

STATE OF WASHINGTON )  
:SS  
COUNTY OF MASON )

ON THIS DAY personally appeared before me \_\_\_\_\_ to me known to be the individual described in and who executed the within and foregoing instrument acknowledge that \_\_\_\_\_ signed the same as \_\_\_\_\_ free and voluntary act.

GIVEN under my hand and official seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

*Notary Seal:*

\_\_\_\_\_  
NOTARY PUBLIC IN AND FOR THE State of Washington, residing at  
\_\_\_\_\_

# DECLARATION OF BOUNDARY LINE ADJUSTMENT

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PLEASE NOTE! THIS DOCUMENT DOES NOT CONVEY TITLE

KNOW ALL BY THESE PRESENTS:

That the undersigned parties, have a real interest in the tracts of land described by this declaration, do hereby declare the herein described resulting tracts of land approved as Boundary Line Adjustment # \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by the Planning Department, subject to the following condition:

This action is made only for the purpose of adjusting boundary lines, which does not create any additional lots, tracts, parcels, sites, or divisions nor create any lots, tracts, parcels, sites, or divisions, which contains insufficient area, and/or dimensions to create a parcel non-conforming to current Mason County Code requirements, or in cases of legal non-conforming lots, does not increase the non-conformity beyond what is allowed by code.

Declarants acknowledge:

That there are  or are not  lienholders who may need to be notified for partial release/modifications that may be required for boundary line changes.

That this Boundary Line Adjustment approval does not convey title.

That this Boundary Line Adjustment will become void if not recorded with the Mason County Auditor within one year of the date of approval.

That conveyance documents must be conveyed within year of the date of approval, or this approval is void.

A survey has been reviewed by Mason County showing the resulting parcels of BLA # \_\_\_\_\_ and has been recorded under Auditor's File Number \_\_\_\_\_.

BLA# _____
Date Approved _____
_____ <i>Director of Community Services</i>



Declarant(s) / Owners of original parcel:

<u>NAME</u>	<u>MAILING ADDRESS</u>	<u>CITY / ZIP CODE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

IN WITNESS WHEREOF, the parties hereto have executed this instrument as of the date first above written.

DECLARANTS (signatures)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

STATE OF WASHINGTON                    )  
   :SS  
 COUNTY OF MASON                    )

ON THIS DAY personally appeared before me \_\_\_\_\_ to me  
 known to be the individual(s) described in and who executed the within and foregoing Declaration and  
 acknowledge that \_\_\_\_\_ signed the same as  
 \_\_\_\_\_ free and voluntary act.

*Notary Seal:*

\_\_\_\_\_  
 NOTARY PUBLIC IN AND FOR THE State of  
 Washington, residing at  
 \_\_\_\_\_

BLA# \_\_\_\_\_

Date Approved \_\_\_\_\_

\_\_\_\_\_

*Director of Community Services*