



BOUNDARY LINE ADJUSTMENT INFORMATION

WHAT IS A BOUNDARY LINE ADJUSTMENT?

A Boundary Line Adjustment is the process for adjusting or altering property lines between two or more contiguous legal lots of record in order to modify lot lines, rectify defects in legal descriptions, improve the encroachment of existing structures over lot lines, straighten irregular shaped lots, or to increase non-conforming lots sizes. A boundary line adjustment cannot create new or additional lots or increase the nonconformity of an existing nonconforming structure or lot, and must meet minimum lot area, depth, setbacks and other requirements as set forth in Benton County Code Title 11.

THE PROCESS

The Planning Administrator will review the information provided on the application and determine whether the record survey for boundary line adjustment complies with the requirements and limitations set forth in the Benton County Code 9.10. If all requirements of BCC 9.10 have been satisfied the Administrator may approve in writing the Boundary Line Adjustment request.

Upon approval of the Boundary Line Adjustment and prior to the recording of any documents, originals or copies of the quit claim deeds and excise tax forms must be submitted to the Planning Division. **The legal description will not be reviewed by the Planning Staff for accuracy.** After the Planning Division has received said copies, the applicant may take the deeds to the Treasurer's office to be processed and then on to the Auditor's office to be recorded. A copy of the recorded documents, including the record survey for boundary line adjustment, with the recording certificate affixed must be supplied to the Planning Division by the applicant.

CRITERIA FOR APPROVAL

The proposed Boundary Line Adjustment may only be approved if it complies with the requirements and limitations set forth below:

- (a) The record survey for boundary line adjustment and all legal descriptions of the existing and proposed lots have been prepared by a land surveyor registered in the state of Washington.
- (b) The boundary line adjustment may not result in the creation of any additional lots, sites, parcels, or tracts of land;
- (c) The boundary line adjustment may not result in the creation of nonconforming lots, sites, parcels or tracts of land with respect to lot area, lot depth, setbacks or lot coverage requirements set forth in Title 11 of the Benton County Code;
- (d) The degree of nonconformance of existing nonconforming lots, sites, parcels or tracts may not be increased with respect to lot area, lot depth, setbacks or lot coverage;
- (e) The boundary line(s) to be adjusted must be a common boundary line between two adjacent lots, sites, parcels or tracts;
- (f) The plan must not be inconsistent with any restrictions or conditions of approval for a recorded plat or short plat;
- (g) The boundary line adjustment must not result in the violation of the applicable building code, fire code, Benton Franklin Health Department regulation or any other locally administered applicable regulation; and
- (h) The boundary line adjustment must not result in a lot, site, parcel or tract that does not have legal access to a public road.

APPEALS

Any decision regarding the approval/denial of a boundary line adjustment may be appealed to the Benton County Hearings Examiner subject to the requirements in Benton County Code 9.10.070.

EXPIRATION

Preliminary approval of a boundary line adjustment shall expire one (1) year from the date of approval if the conditions of approval have not been satisfied.



BOUNDARY LINE ADJUSTMENT CHECKLIST

Applicant Staff

- Completed Boundary Line Adjustment Application** – must include signatures of all parties with ownership interest. Incomplete applications will not be accepted.
- Record Survey for Boundary Line Adjustment** – Prepared by a licensed Washington State Land Surveyor. Record survey requirements can be found in Benton County Code 9.10.030 **Two (2) reduced copies** measuring no larger than 11" x 17", and **an electronic copy (PDF)** of the record survey are required with the application submission.
- Verified documentation that legal access has been provided to all lots.**
- \$200 Boundary Line Adjustment Fee** – The fee must be paid at the time of application submittal, cash or checks accepted. Checks made payable to the **Benton County Treasurer**. All application fees are non-refundable.
- Benton-Franklin Heath District Letter** *(if required)* – Written verification from the Benton-Franklin Health District (BFHD) indicating the proposed boundary line adjustment will not: create or result in a lot that does not meet current minimum lot size standards for lots containing or proposing on-site sewage systems; encumber, damage or destroy either the existing on-site sewage disposal system or any replacement/repair system area for any lots contained within the BLA; or cause any part of the on-site sewage system or its replacement area, to be contained on any parcel, other than the parcel on which the sewage originates.

▪ **Please Note:** Irrigation improvements may be required if the parcel is served by an Irrigation District. Please contact your Irrigation District's office directly to ensure that the proposed boundary line adjustment complies with their regulations.

Applications may be submitted between the hours of 8am-12pm and 1pm-5pm Monday through Friday to the Planning Division office, or you can mail it to 102206 E Wiser Parkway, Kennewick, WA 99338.

Please contact the following divisions/agencies to ensure your proposal will comply with their regulations:

- **Benton-Franklin Health District**
7102 W. Okanogan Place, Kennewick, WA 99336
(509) 460-4205
- **Benton County Road Department**
620 Market Street, Prosser, WA 99350 -or-
102206 East Wiser Parkway, Kennewick, WA 99338
(509) 786-5611
- **Benton County Building Division**
102206 East Wiser Parkway, Kennewick, WA 99338
(509) 735-3500

Any information submitted to the Benton County Planning Division is subject to public records disclosure law for the State of Washington (RCW Chapter 42.17) and all other applicable law that may require the release of the documents to the public.



BOUNDARY LINE ADJUSTMENT APPLICATION

File No. _____

APPLICANT INFORMATION

Please check the box indicating primary contact person for this application

Applicant/Agent:

Mailing Address: _____ City: _____

State: _____ ZIP: _____ Phone: _____ Work: _____

Email Address: _____

Signature: _____ Date: _____

Property Owner(s) (if different): _____

Mailing Address: _____ City: _____

State: _____ ZIP: _____ Phone: _____ Work: _____

Email Address: _____

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: _____ Phone: _____ Work: _____

Email Address: _____

If the property is owned by a corporation, trust, partnership or LLC please complete the entity signature block below showing that the person signing has the authority to sign on behalf of the company.

ENTITY SIGNATURE BLOCK

If the applicant or legal owner of the property is a corporation, partnership, trust or LLC use the following signature block.

Applicant/Legal Owner: _____

Officer name: _____

Title: _____

Signature: _____ Date: _____

THE ABOVE SIGNED OFFICER OF _____ (name of entity)

WARRANTS AND REPRESENTS THAT ALL NECESSARY LEGAL AND CORPORATE ACTIONS HAVE BEEN DULY UNDERTAKEN TO

PERMIT _____ (name of applicant) TO SUBMIT THIS APPLICATION AND THAT THE

ABOVE SIGNED OFFICER HAS BEEN DULY AUTHORIZED AND INSTRUCTED TO EXECUTE THIS APPLICATION.

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PARCEL INFORMATION

1. **Subject property address:** _____

City: _____ **State:** _____ **ZIP:** _____

2. **Parcel number 1:** ___ - ___ - ___ - ___ **Acres:** _____

Parcel number 2: ___ - ___ - ___ - ___ **Acres:** _____

Parcel number 3: ___ - ___ - ___ - ___ **Acres:** _____

3. **Present use of property:** _____

4. **Please give a detailed explanation for adjustment request:** _____

5. **Access:** County Road State Road/Highway Private Road

6. **Utilities:** *Power:* Benton PUD Benton REA

Sewer: Septic Tank City Sewer: (Provider) _____

Water: Individual Wells One well serving 2-4 lots One well serving 5+ lots

Private System (Provider & Address) _____

City System (Provider) _____

Gas: No Yes: (Provider) _____

Cable: No Yes: (Provider) _____

Phone: No Yes: (Provider) _____

Irrigation: No Private District: (Provider) _____

7. **Additional comments or information:** _____

(FOR STAFF USE ONLY)

Application Complete: Yes _____ No: Needs _____

Critical Areas: N _____ Y: _____ *Access:* No Yes *Zoning:* _____

Reviewed by: _____ *Date:* _____