



# Boundary Line Adjustments

PB-01

## Community Development Department

501 N. Anderson, Ellensburg, WA 98926 (509) 962-7239 (Building) (509) 962-7231 (Planning) permits@ci.ellensburg.wa.us

### 15.260.050 Boundary line adjustment – review procedures and criteria.

**A. Procedures.** Adjustments of property boundary lines are subject to the Type I review process as set forth in ECC Chapter 15.210. Applications shall be reviewed by the director and certified as meeting the requirements of this section within 30 calendar days of the determination that the application is complete.

**B. Application contents.** Applications for a boundary line adjustment shall contain the following:

1. The minimum application requirements set forth in ECC 15.220.020 and a completed boundary line adjustment application form provided by the department, which shall include the signatures of all owner's of interest in the land involved in the boundary line adjustment;
2. Payment of the application fee in the amount established in the city's [adopted fee schedule](#);
3. Three copies of an accurate preliminary map drawn to scale;
4. A current title report showing ownership and legal description of all parcels involved in the boundary line adjustment;
5. The existing and proposed dimensions and area of the lots involved in the boundary line adjustment;
6. Legal descriptions of the existing lot lines and the proposed lot lines after the adjustment, as prepared by a professional land surveyor licensed in the State of Washington.

**C. Decision criteria.** The Director shall approve an application for a boundary line adjustment if it is determined that:

1. No additional lot, tract, parcel, site or division will be created by the proposed adjustment.
2. No lot is modified which contains insufficient area and dimensions to meet the minimum requirements of the zone in which the affected lots are situated. Where a lot is located within a zone that does not provide for a minimum area or dimension, no lot or tract is modified which contains insufficient area for a building site.  
For the purposes of this chapter, a "building site" means the lot or property contains sufficient area and dimension to accommodate a development capable of housing the type of uses established within Division III for the underlying zoning classification;
3. No lot is modified which does not have adequate drainage, water supply and sanitary sewage disposal, and access for vehicles, utilities and fire protection, and no existing easement or tract in favor of the public is rendered impractical to serve its purpose;
4. The boundary line adjustment is consistent with the applicable provisions of the city's zoning code;
5. No lot is modified which is inconsistent with an applicable requirement or condition of a previous land use action, subdivision, or short subdivision;
6. No lot, use, or structure is made nonconforming or more nonconforming than that which existed at the time of application; and
7. No lot is modified in a manner that circumvents a zoning regulation which would otherwise be applicable to any lot affected by the boundary line adjustment.

(OVER)

y:\community development\2-planning department\forms -updated 2022\planning bulletins\pb-01 boundary line adjustments.docx

- D. Minimum improvements.** Boundary line adjustments shall not be subject to any minimum improvements as outlined in ECC 15.260.060(F).
- E. Final decision.** If the Director determines that all the above criteria are met, he or she shall issue a notice of approval decision. If the Director determines one or more of the above criteria are not met, he or she shall send a letter to the applicant listing those criteria that are not met in the proposed boundary adjustment.
- F. Recording.** Upon approval, prior to recording the boundary adjustment, the following must be submitted to the Community Development Department for review.
- G. Requirements for final boundary map.** Once the boundary line adjustment has been approved by the Director:
  - 1. Survey of the Boundary Line Adjustment. A final boundary map shall be prepared by a land surveyor licensed in the State of Washington at a scale of 100 feet to the inch, or larger, which shall contain the following:
    - a. Company name, address and phone number of the land surveyor;
    - b. City file number;
    - c. Date prepared;
    - d. Sheet number and number of sheets;
    - e. Certification by the licensed land surveyor with stamp and signature;
    - f. Lot numbers;
    - g. Monuments at all new lot corners, angle points, and intersections with old lines;
    - h. North arrow;
    - i. Legend of symbols used;
    - j. Basis of bearings;
    - k. All dimensions to hundredths of a foot;
    - l. All existing easements and tracts shown;
    - m. Existing lot lines to be adjusted, shown as dashed lines; and
    - n. The final legal descriptions as prepared by the licensed land surveyor, together with lot closures for each lot.
  - 2. The applicant will be responsible for recording the boundary line adjustment within 10 working days after the appeal period has expired, including an exhibit that corresponds to the drawing approved by the city, with the Kittitas County Auditor's office. A copy of the recorded documents must be returned to the planning department within 10 calendar days of such recording.