

**CITY OF PULLMAN, 190 SE CRESTVIEW ST., BLDG. A, PULLMAN, WA 99163**

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**INFORMATION REQUIRED WHEN APPLYING FOR A BOUNDARY LINE ADJUSTMENT**

**PURPOSE**

The boundary line adjustment process allows for the adjustment of a boundary line to transfer land between adjacent property owners without the filing of a short plat. The boundary line adjustment cannot result in a new building lot or create a lot which is nonconforming to the requirements of the Plats and Subdivisions Code or Zoning Code.

**APPLICATION**

A complete application must be filed with the Department of Public Works in order to process a boundary line adjustment. An application will not be accepted until complete, as determined by the Department of Public Works. A complete application must include:

1. Application Form (Attached). This form must be signed by all owners of the property affected, or their authorized representative(s), indicating their consent to apply for the proposal.
2. Legal Descriptions. The existing and proposed legal descriptions for the properties involved must be provided. If determined necessary by the director of public works, said legal descriptions shall bear the signature and seal of a registered professional land surveyor, attesting to the accuracy of the legal description. é
3. Boundary Line Adjustment Map. A map of the proposed boundary line adjustment is required. This shall take the form of a property survey map of the proposed boundary line adjustment prepared by a licensed land surveyor, unless it is determined by the Director of Public Works that a survey is not necessary because the proposed boundary line adjustment involves only the minor shifting of a single common property line between parcels that are part of a recorded survey or platted subdivision, in which case the proposed boundary line adjustment shall be shown on a copy of a recorded survey or recorded plat for the lots involved. The map of the proposed boundary line adjustment shall be drawn to scale with accurate measurements on a sheet with minimum dimensions of 8½" x 11" and maximum dimensions of 24" x 36", and shall contain the following information:
  - a. The existing and proposed boundary lines and identification by lot, block, and subdivision name for all affected lots;
  - b. North arrow and scale;
  - c. The area and dimensions of each lot, existing and proposed (please note that the proposed "lot" is not a new, legal numbered lot, nor is it an amended form of an existing platted lot; it is just a parcel of land composed of parts of other lots, and should be referred to on the map as "Parcel A", "Parcel B," and so on);
  - d. The size, location, and configuration of all structures existing upon the affected lots showing the distance of each such structure from all existing and proposed lot lines and from each other structure;
  - e. A title of "Boundary Line Adjustment Survey" when a survey is required, or "Boundary Line Adjustment" where a survey is not required;
  - f. A certification for approval of the proposed boundary line adjustment in a form that is acceptable to the director of public works.

Please see attached Sample Boundary Line Adjustment map for assistance in preparing this document.

**PROCEDURE**

1. The applicant submits a complete boundary line adjustment application to the Department of Public Works.
2. The Director of Public Works decides whether to approve the proposal, disapprove the proposal, or return the application to the applicant for revisions.
3. If the Director of Public Works approves the proposal, the applicant submits the boundary line adjustment map and conveyance documents to the Department of Public Works for review and approval of their form prior to recording with the Whitman County Auditor. All documents required for recording must contain the following statement:

The above-described property will be combined or aggregated with contiguous property owned by the grantee for the sole purpose of adjusting the boundary line between parcels and the adjusted portion is not to be sold or transferred as a separate parcel by the grantee, or his/her/its heirs, successors, or assigns. This boundary line adjustment is hereby approved.

\_\_\_\_\_  
Director of Public Works

\_\_\_\_\_  
Date

Please see attached form entitled “Whitman County Boundary Line Adjustment Sheet Requirements” for assistance in preparing documents in a format acceptable to the Whitman County Auditor.

4. Once the Director of Public Works approves the form of the documents referenced in Step No. 3 above, the applicant records the boundary line adjustment map and conveyance documents with the Whitman County Auditor. A boundary line adjustment does not become effective until the mandatory documents have been filed for record with the Whitman County Auditor. If these documents are not recorded within 180 days of the city's approval of the boundary line adjustment, said approval becomes invalid.
5. The applicant provides one copy of each recorded document to the Department of Public Works for its records.

**FEES**

Boundary Line Adjustment Application Fee..... \$50.00

**ASSISTANCE**

The Department of Public Works is available to answer any questions about an application by phoning (509) 338-3220.

FEE: \$50.00  
RECEIPT NO.: \_\_\_\_\_  
DATE APPLICATION RECEIVED: \_\_\_\_\_  
DATE APPLICATION ACCEPTED AS COMPLETE: \_\_\_\_\_

CITY OF PULLMAN  
BOUNDARY LINE ADJUSTMENT APPLICATION  
PULLMAN CITY CODE SECTION 13.95

**APPLICANT:**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
STATUS (property owner, agent, etc.): \_\_\_\_\_

**PROPERTY OWNER(S)** (if different than applicant; if more than two, provide additional on separate sheet):

1) NAME: \_\_\_\_\_ 2) NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
CITY, ST ZIP: \_\_\_\_\_ CITY, ST ZIP: \_\_\_\_\_  
EMAIL: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
PHONE: \_\_\_\_\_ PHONE: \_\_\_\_\_

**BOUNDARY LINE ADJUSTMENT INFORMATION:**

Please provide a short description of the purpose of the proposed boundary line adjustment.

\_\_\_\_\_  
\_\_\_\_\_

**Existing Legal Description:**

Parcel A: \_\_\_\_\_  
Parcel B: \_\_\_\_\_

**Proposed Legal Description:**

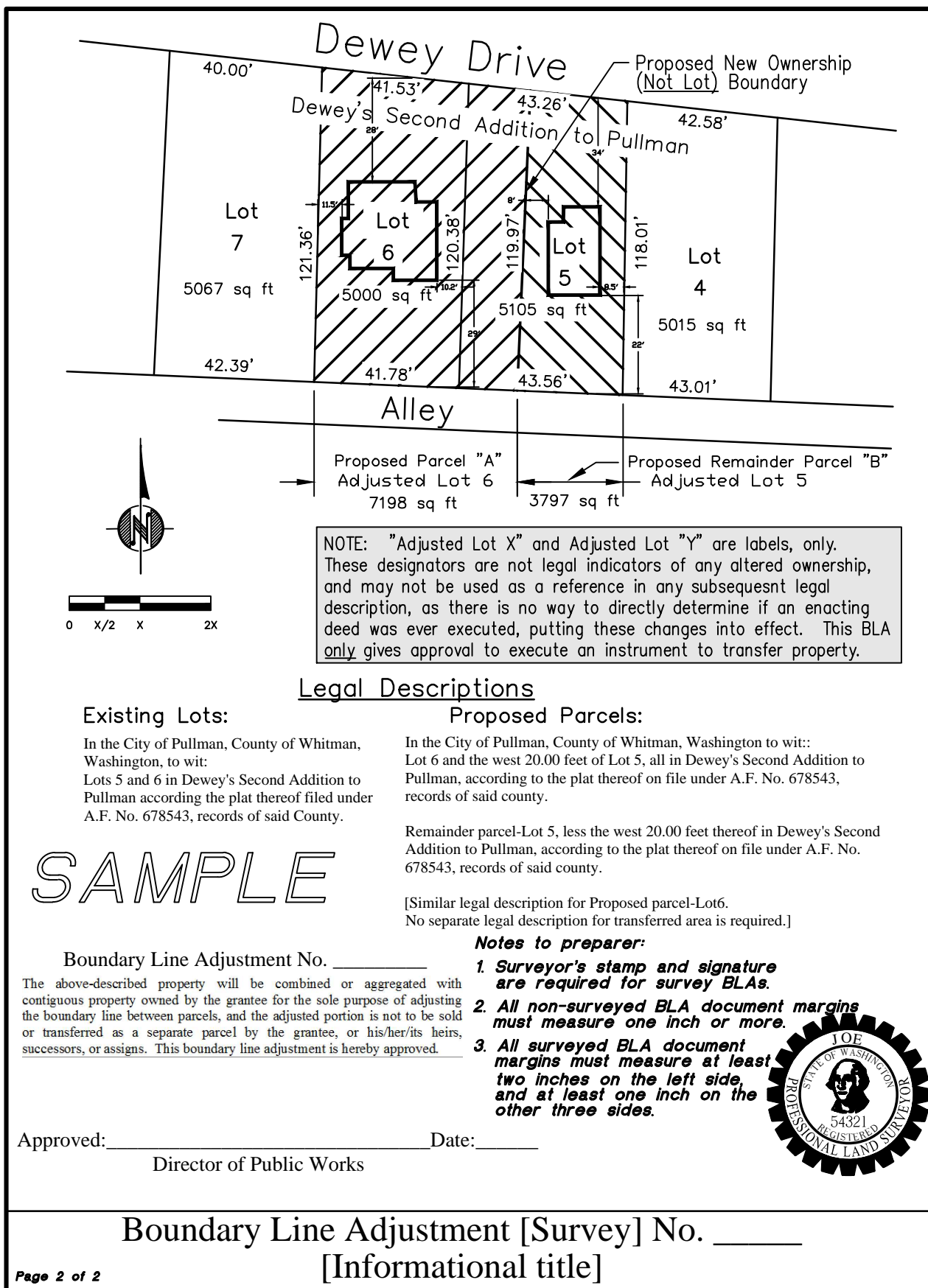
Parcel A: \_\_\_\_\_  
Parcel B: \_\_\_\_\_

All affected property owners must sign the application below to signify agreement to the proposed lot line adjustment.

**All information provided in this application is said to be true under penalty of perjury by the laws of the State of Washington.**

Printed Name	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1" min.



1" min.

1" min.

NOTE: "Adjusted Lot X" and Adjusted Lot "Y" are labels, only. These designators are not legal indicators of any altered ownership, and may not be used as a reference in any subsequent legal description, as there is no way to directly determine if an enacting deed was ever executed, putting these changes into effect. This BLA only gives approval to execute an instrument to transfer property.

### Legal Descriptions

#### Existing Lots:

In the City of Pullman, County of Whitman, Washington, to wit:  
 Lots 5 and 6 in Dewey's Second Addition to Pullman according to the plat thereof filed under A.F. No. 678543, records of said County.

#### Proposed Parcels:

In the City of Pullman, County of Whitman, Washington to wit:  
 Lot 6 and the west 20.00 feet of Lot 5, all in Dewey's Second Addition to Pullman, according to the plat thereof on file under A.F. No. 678543, records of said county.

Remainder parcel-Lot 5, less the west 20.00 feet thereof in Dewey's Second Addition to Pullman, according to the plat thereof on file under A.F. No. 678543, records of said county.

[Similar legal description for Proposed parcel-Lot6.  
 No separate legal description for transferred area is required.]

# SAMPLE

#### Notes to preparer:

1. Surveyor's stamp and signature are required for survey BLAs.
2. All non-surveyed BLA document margins must measure one inch or more.
3. All surveyed BLA document margins must measure at least two inches on the left side, and at least one inch on the other three sides.

Boundary Line Adjustment No. \_\_\_\_\_

The above-described property will be combined or aggregated with contiguous property owned by the grantee for the sole purpose of adjusting the boundary line between parcels, and the adjusted portion is not to be sold or transferred as a separate parcel by the grantee, or his/her/its heirs, successors, or assigns. This boundary line adjustment is hereby approved.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 Director of Public Works



Boundary Line Adjustment [Survey] No. \_\_\_\_\_  
 [Informational title]

1" min.

[ *Whitman County Boundary Line Adjustment Sheet Requirements* ]

Fred C. Smith  
402 Howard  
Pullman, WA 99163

*3" min.*

MARGIN LINE

GRANTOR: SVEN C. SVENSON  
GRANTEE: JOHN Q. JOHNSON  
Abbreviated Legal Description: Lot 7, Blk 12, Anderson Addition  
Parcel (Tax) Number: Grantor: 5815-32-0000-2815-5815  
Grantee: 2302-62-0000-6245-2302

*1" min.*

*1" min.*

1. *Top sheet margins as shown*
2. *Subsequent sheet margins, 1" all 4 sides*
3. *Sheet: 8 ½ X 11 or 8 ½ X 14*
4. *Whitman County filing cost as of April 20, 2004:*
  - *First Sheet: \$19.00*
  - *Subsequent sheet(s): \$1.00*
  - *Plus: \$46.00*
5. [*"N/A" non-applicable entries*]

*1" min.*