



CHECKLIST FOR A BOUNDARY LINE ADJUSTMENT – SMC 17.22, 17.12

**** It is the responsibility of the applicant to ensure that all submittal requirements listed below are turned in as part of this application. Incomplete applications will not be accepted by the Department of Community and Economic Development. *****

The boundary line adjustment process does not require public notice and will have a decision within 30 days of the application being considered complete. Once the initial documents have been approved, the applicant must submit a final map that is prepared by a licensed surveyor for review by the City. This must be approved by the Director prior to recordation with the County auditor's office.

Boundary and lot line adjustments may be made in accordance with RCW [58.17.040](#)(6); provided, that written administrative approval by the Director of the Department of Community and Economic Development, consistent with the provisions of SMC 20.01.080, is granted.

All approved boundary or lot line adjustments shall ensure that:

- A. No additional lot, tract, parcel, site or division is created;
- B. No lot, tract, parcel, site or division which does not meet the building lot criteria for dimensions and area within a zoning district is created;
- C. No lot line or boundary line subject to adjustment is realigned equal to or more than 90 degrees from its pre-existing configuration;
- D. The total area involved in the lot line adjustment is no greater than one-half of the area of the largest lot to be adjusted;
- E. The cumulative effect of the proposed boundary and/or lot line adjustment and all previous boundary and lot line adjustments involving any of the subject properties would not serve to erode the purpose of this title and Chapter [58.17](#) RCW;
- F. No environmental impacts would occur from allowing the boundary line or lot line adjustment; and
- G. The health, safety and welfare of the public will be protected.

☐ Application Required. All applications for a boundary line adjustment shall be received via the online portal, and shall include:

- ☐ A complete legal description of the subject parcel(s).
 - ☐ North arrow, bar scale.
 - ☐ Acreage of existing and proposed lots or tracts.
 - ☐ Dimensions of proposed lots or structures.
 - ☐ Size and location of existing structures.
 - ☐ Size and location of existing and proposed streets, alleys, and rights-of-way, including proposed ownership.
 - ☐ Location and extent of steep slopes (more than 15%) and other significant physical features.
 - ☐ Proposed and existing easements for ingress, egress, utility corridors, irrigation ditch access, and other easements
 - ☐ Two separate illustrations or plan maps or diagrams, drawn to a common scale, depicting the “before” and “after” conditions of the proposed adjustment.
 - ☐ A copy of the county tax assessor’s map of the subject parcel(s).
 - ☐ Property Title Report including all existing and/or proposed deed restrictions or covenants.
 - ☐ Any additional materials determined by the department during the pre-application conference to be necessary to fully evaluate the application.
 - ☐ Applicant or applicant’s representative’s signature on the application.
- ☐ Fees as established by the City of Sequim and referenced in SMC 3.68.

Fees for a boundary line adjustment/lot merger are as follows:

- BLA
- Boundary Line Adjustment Engineering Review
- Software fee
- Final BLA (charged after initial approval)

*****The City of Sequim Department of Community and Economic Development may require additional information necessary for decision making purposes. *****