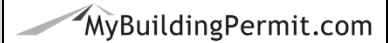


BOUNDARY LINE ELIMINATION

**Physical Address:**

Auburn City Hall Annex, 2nd Floor
1 E Main St

Mailing Address:

25 W Main St
Auburn, WA 98001

Phone and Email:

253-931-3090
permitcenter@auburnwa.gov

Apply Online: www.MyBuildingPermit.com

Select: Auburn | Land Use | New | None |
Boundary Line Adjustment

INFORMATION SHEET

What is a Boundary Line Elimination (BLE) and how is a decision rendered?

A BLE is the removal of one or more interior lot lines of two or more separate lots with contiguous ownership. BLEs are Type I Land Use decisions which are administrative decisions made by the City, which are not subject to environmental review under the State Environmental Policy Act ([SEPA](#)).

How long before I know if my application is complete?

Within 28 calendar days of receiving your application, City Staff will determine if the application is complete based on the required documents. If your application is incomplete you will be notified via email detailing required information to make your application complete.

What are the requirements for approval?

BLE applications are reviewed as Type I decisions in accordance with ACC Title 14. Submittal of a complete application is required and will be reviewed administratively by City staff.

What is required to be uploaded to www.MyBuildingPermit.com?

- ☐ [Owner Authorization Form\(s\)](#) for all owners involved.
- ☐ [Title Report](#) for all properties involved in the BLA, **dated within 30 days prior to the application date.**
- ☐ **BLA Survey Map** per [ACC 17.08.030\(C\)](#) and existing and proposed legal descriptions prepared by a Professional Land Surveyor licensed in the State of Washington. The properties being adjusted **shall be labeled specifically as “Parcel A”, “Parcel B”, etc.**, in accordance with the requirements of WAC 332-130-040. When the legal description of a BLE utilizes partial or complete section subdivisional breakdown to establish the boundaries, section subdivision survey information shall be shown in accordance with the requirements of WAC 332-130-030.
- ☐ [Declaration of Lot Combination](#); *not required* to be submitted upon first submittal, however, may expedite the review process (available to upload as “Other” in the “File Upload” section).
- ☐ **Lot Closure Report**

How is the BLE recorded?

Once an application is ready for approval, Staff will direct the applicant to submit the final document for the Planning Director's signature. The applicant is then required to record the signed drawings with the [King County Recorder's Office](#) or the [Pierce County Auditor](#). The final document must be recorded within 30 days of the Director's signature, or it will be null and void. An official PDF of the recorded drawing shall be provided to the City once available.

PLEASE NOTE: Applicants are responsible for complying with all City Codes and ordinances and should review all City regulations that may be applicable to their proposed project. For assistance in determining which regulations are applicable, please contact the City of Auburn Permit Center.