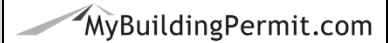


BOUNDARY LINE ADJUSTMENT

**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 Adjustment (BLA) and how is a decision rendered?

A BLA is the relocation of the boundaries of a lot that does not result in the creation of any additional lot or lots. BLAs 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](#)).

What are the requirements for approval?

All [lots](#) included in a proposed Boundary Line Adjustment shall meet the minimum lot sizes of Auburn City Code (ACC) Title 18 and otherwise satisfy the review criteria outlined in [ACC 17.06.030](#); except as authorized by [ACC 17.06.010\(F\)](#) which states a BLA may be approved if one parcel becomes more conforming while another parcel remains nonconforming.

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 prior to the application date.**
- ☐ **Lot Closure Report**
- ☐ **BLA Survey Map** including the information listed in [ACC 17.06.020\(A\)\(2\)](#), in addition to the following:
 - The Legal Descriptions need to include the original legal description of the original parcels and the proposed legal descriptions for each separate revised parcel. The proposed legal description shall be 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 BLA 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.
 - The existing and revised **impervious surfaces** calculations for each parcel involved. For the purpose of preparing impervious surface calculations they include, but are not limited to, rooftops, walkways, patios, driveways, parking lots, storage areas, concrete or asphalt paving, permeable pavement, and vegetated roofs. This information is used to revise the stormwater utility billing rates for each parcel upon completion of the BLA.

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.

How is the BLA recorded?

Once an application is ready for approval, Staff will direct the applicant to submit the final drawings for the Planning Director's signature. The applicant is then required to record the signed drawings with the [King County Recorder's Office](#) (external link) or the [Pierce County Auditor](#) (external link). The final drawings 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.

What else is required to be included on the final drawings?

In addition to the requirements listed in [ACC 17.06.020\(A\)\(3\)](#), the following is required:

- All reference monuments used in the establishment of the BLA corners shall be identified, described and noted as set or found. When appropriate, the survey shall reference previous surveys that served as the basis for the survey.
- When the BLA is adjacent to a constructed public right-of-way and the BLA corners or its offset represent a quarter corner, section corners or donation land claim that is not of record or has been lost (or obliterated), a standard monument shall be placed and noted on the BLA.
- Whenever a BLA is adjacent to an existing right-of-way, the centerline of the right-of-way shall be located on the BLA map. If the constructed improvements fall outside of the documented right-of-way, the surveyor shall identify the existing edge of the pavement and limits of the maintained right-of-way section on the drawing and show its relationship to said centerline.
- A boundary line adjustment map may contain conveyance language that provides for the transference of property between the affected lots. **Please be advised that when the BLA involves exchanging property with another landowner, the applicant will need to record (a) quit claim deed(s) and file (b) real estate excise tax affidavit(s) along with the BLA.** This is how the property is actually conveyed from one property owner to another. An approved/recorded BLA does not convey the property.
- The City of Auburn may require an updated title report prior to final approval at its discretion.
- All newly established lot corners shall be permanently marked with the land surveyor's registration number. When the boundary lines follow a meandering line, the "corners" shall be set as directed by the City of Auburn.

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.