

## **City of Tonasket Boundary Line Adjustment Procedure Outline**

A boundary line adjustment (BLA) may be performed between owners of contiguous lots which are legally separate, as allowed by RCW 58.17.040 (6) and the City of Tonasket Municipal Code 16.04.080, provided:

The Tonasket Land Use Administrator is the Administrator of this procedure. The Administrator or the administrator's designee may approve boundary adjustments under the following circumstances:

1. No new lots are created (e.g., If you start with two (2) parcels you must end with two (2) parcels);
2. The character of the parcels are not substantially altered (e.g., If a lot has access to a body of water, a Boundary Line Adjustment may not be performed if the lot loses its access to the water); and
3. The new parcel configurations contain sufficient area and dimension to meet minimum requirements for width, area and zoning for a building site and septic system (if permitted). A Boundary Line Adjustment between existing non-conforming lots shall not result in lots of greater non-conformity with the exception of lot area (lot area reduction shall be the minimum necessary to accomplish the objective of boundary line adjustment); and
4. The new parcel configuration does not result in loss of access to a public or private road. Access may be provided by easement noted on parcel deeds.

All boundary line adjustments will be reviewed on a case by case basis. Conditions can vary greatly.

### **PROCESS:**

1. Fill out the attached Boundary Line Adjustment form completely, referring to the Boundary Line Adjustment checklist.
2. Return the form, all attachments and the application fee of \$150.00 to the city Clerk's Office.
3. The Tonasket Land Use Administrator reviews the application and notifies the applicant if the adjustment is approved or not.
4. The Applicant files conveying documents (i.e. quit claim deed or corrected deed) AND records the approved Boundary Line Adjustment form with the Okanogan County Auditor's Office; recording both sets of documents together helps simplify future references to the transaction.
5. The Okanogan County Assessor's Office will not perform a Boundary Line Adjustment unless there is an approved Boundary Line Adjustment form filed with the conveying documents.

**City of Tonasket  
Boundary Line Adjustment Form**

Property Owner(s) A	Property Owner(s) B
Phone:	Phone:
Address:	Address:

**Note: All persons holding a financial interest in the property must be listed. Attach additional pages if necessary.**

Tax Parcel #:	Tax Parcel #:
Present Lot Size:	Present Lot Size:
Proposed Lot Size:	Proposed Lot Size:

Location of Properties (Use Street Address, if known): \_\_\_\_\_  
 \_\_\_\_\_

Zoning District:	Township:
Range:	Section:

**Present Legal Descriptions: Attach legal descriptions of each existing property.**

**New Legal Descriptions: Attach a copy of conveying document(s) (i.e., warranty deed, quit claim deed etc.), along with legal descriptions for each new property.**

A large, empty rectangular box with a thin black border, occupying the upper two-thirds of the page. This is the designated area for a scale drawing showing property boundaries and improvements.

Use the above space to provide a scale drawing showing existing property boundaries (dashed lines) and proposed property boundaries (solid lines). Also indicate existing improvements including houses, storage buildings, orchards, wells, etc. The signature and stamp of a Professional Land Surveyor or reference to a recorded survey is required unless an alternative method is approved by the administrator.

**ACKNOWLEDGEMENT AND AGREEMENT  
AND  
STATEMENT OF CONSENT AND WAIVER OF CLAIMS**

The owners of the property described herein do acknowledge and hereby agree to hold Town of Twisp harmless in any action arising as a result of this boundary line adjustment.

I (We), the owner(s), of all the property described herein do hereby acknowledge and agree to hold the Town of Twisp harmless in any cause of action arising out of the boundary line adjustment or recordation of same. Furthermore, I (We), the owner(s) of all the property involved in this boundary line adjustment, hereby consent to the adjustment of property lines as proposed in this application, dedicating to the use of the public forever all public property that is shown hereon, and I (We), hereby grant a waiver of all claims for damages against any governmental authority which may be occasioned to the adjacent lands by the established construction, drainage, and maintenance of public roads.

IN WITNESS WHEREOF, I (We) have set our signature(s) this \_\_\_\_\_  
day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

**ACKNOWLEDGEMENT**

This is to certify on the \_\_\_ day of \_\_\_\_\_, 20\_\_, before me, the above signed, personally appeared \_\_\_\_\_

\_\_\_\_\_ to me known to be the person(s), who executed the foregoing statement of consent and waiver of claims and acknowledged to me that he/she/they signed the same as his/hers/their free and voluntary act and deed for the uses and purposes therein mentioned. WITNESS my hand and official seal the day and year last above written.

\_\_\_\_\_  
Notary Public in and for the State of Washington,  
residing at \_\_\_\_\_

**TONASKET LAND USE ADMINISTRATOR COMMENTS:**

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**CITY OF TONASKET LAND USE ADMINISTRATOR APPROVAL:**

This Boundary Line Adjustment meets the requirements of the City of Tonasket Municipal Code 16.04.080.

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

**For Office Use Only**

Check each of the following items to be sure the application is complete:

- |  |                                    |
|--|------------------------------------|
| _____ Adjacent Landowners                              | _____ Fees Paid                    |
| _____ Method of Water/Sewer                            | _____ Project Description Complete |
| _____ Legal Description is Adequate                    | _____ Land Use Designation         |
| _____ Other: Permit Approvals or Applications Received |                                    |

Date Received \_\_\_\_\_  
Hearing Date \_\_\_\_\_  
Date of Action \_\_\_\_\_

Received By \_\_\_\_\_  
Action Taken \_\_\_\_\_  
SEPA Action \_\_\_\_\_