

12835 Newcastle Way, Suite 200, Newcastle, WA 98056 www.newcastlewa.gov

# **BOUNDARY LINE ADJUSTMENT** SUPPLEMENTAL APPLICATION FORM

Boundary Line Adjustment

A boundary line adjustment (BLA) is defined as “the adjustment of a boundary line of a recorded lot by the relocation of a common boundary where no additional lot is created and where no lot is reduced below the minimum requirements established by this title.” (NMC 18.06.062). Lot dimensional standards can be found in [NMC Title 18 - Zoning](https://www.codepublishing.com/WA/Newcastle/#!/Newcastle18/Newcastle18.html). Additional sections of the City’s Municipal Code apply; the applicant is responsible for reviewing the City’s Municipal Code prior to submittal of applications.

## How to Submit

Electronic submittals are strongly suggested. Applicant must follow the City’s [electronic document submittal requirements](http://newcastlewa.gov/UserFiles/Servers/Server_4026035/File/Departments/Community%20Dev/New%20Applications%20and%20Handouts/ElectronicDocumentSubmittalRequirements_20190125.pdf) found on the City’s website. An application may be returned if all requirements are not followed.

**Questions?** Email permit@newcastlwa.gov

**Project Information**

Permit Number (if known):Click here to enter text.

Project Name: Click here to enter text.

**Submittal Questions and Requirement Checklist and Descriptions**On the following pages you will find descriptions of the required items

*Note: All fields must be completed, including blank lines and check boxes. Any check box marked “no” that is demarcated by an asterisk could result in the application being deemed incomplete.*

| Applicant: Please check the box for Yes, No, or N/A in the column to the left of the Requirement Description |
| --- |
| Yes | No | N/A | Requirement Description |
| **Affected Lots of the BLA: Lot 1** |
| Tax Assessor’s Parcel Number: Click here to enter text. |
| Lot Owner(s) Name(s): Click here to enter text. |
| Lot Size Before BLA (in square feet): Click here to enter text. |
| Lot Size After BLA (in square feet): Click here to enter text. |
|[ ] [ ] [ ]  Are there existing structures or improvements on the lot? |
|[ ] [ ] [ ]  If yes to the above, will existing structures or improvements be retained after the BLA? |
| If yes to the above, please describe the structures or improvements and how close they will be to any adjusted property lines: Click here to enter text. |
|[ ] [ ] [ ]  Are there any wetlands, streams, standing water, or drainage courses on the lot? |
| If yes to the above, please describe the wetland or water features, including their location on the site and amount of site encumbered by the wetland or water features: Click here to enter text. |
| **Affected Lots of the BLA: Lot 2** |
| Tax Assessor’s Parcel Number: Click here to enter text. |
| Lot Owner(s) Name(s): Click here to enter text. |
| Lot Size Before BLA (in square feet): Click here to enter text. |
| Lot Size After BLA (in square feet): Click here to enter text. |
|[ ] [ ]   | Are there existing structures or improvements on the lot? |
|[ ] [ ] [ ]  If yes to the above, will existing structures or improvements be retained after the BLA? |
| If yes to the above, please describe the structures or improvements and how close they will be to any adjusted property lines: Click here to enter text. |
|[ ] [ ]   | Are there any wetlands, streams, standing water, or drainage courses on the lot? |
| If yes to the above, please describe the wetland or water features, including their location on the site and amount of site encumbered by the wetland or water features: Click here to enter text. |
| **Affected Lots of the BLA: Lot 3** |
| Tax Assessor’s Parcel Number: Click here to enter text. |
| Lot Owner(s) Name(s): Click here to enter text. |
| Lot Size Before BLA (in square feet): Click here to enter text. |
| Lot Size After BLA (in square feet): Click here to enter text. |
|[ ] [ ]   | Are there existing structures or improvements on the lot? |
|[ ] [ ] [ ]  If yes to the above, will existing structures or improvements be retained after the BLA? |
| If yes to the above, please describe the structures or improvements and how close they will be to any adjusted property lines: Click here to enter text. |
|[ ] [ ]   | Are there any wetlands, streams, standing water, or drainage courses on the lot? |
| If yes to the above, please describe the wetland or water features, including their location on the site and amount of site encumbered by the wetland or water features: Click here to enter text. |
| **REQUIRED ITEMS** |
| **Title Report** |
|[ ] [ ]   | Have you included with this application a title report dated by the title company within thirty (30) days of the date of submitting this application?  |
|[ ] [ ]   | Does the title report confirm that the title of the lands as described and shown on the proposed plat are in the name of the applicant(s), or in the name of the owner(s) whom the applicant represents?  |
| *Note: The below described map documents must be produced by a professional land surveyor licensed by the State of Washington, and adhere to the Washington Administrative Code (WAC) section 332-130-050. Submittals must include lot closure calculations, comply with recording requirements of King County, and comply with RCW 58.09. In addition to approval and certificate blocks required by King County, approval blocks for the Newcastle Community Development Director and City Engineer/Director of Public Works need to be provided on map documents to be recorded.* |
| **Existing Property Configurations Map** |
|[ ] [ ]   | Provide a map at a preferable scale of one inch equal to 20 feet, but not less than one inch equal to 100 feet, which depicts the existing property configuration of all affected lots, including all lot line dimensions, existing improvements, existing and/or proposed easements, and environmentally sensitive areas and their buffers. |
| **Proposed Property Configurations Map** |
|[ ] [ ]   | Provide a separate map that depicts the proposed property configuration, including all lot line dimensions and existing improvements intended to be retained. |
| **Land Being Transferred** |
|[ ] [ ]   | Are legal descriptions of those portions of land being transferred under the proposed BLA attached / included in the proposed map? |

**Overview of Submittal Requirements**

Did you remember all of the following documents?

|  |  |
| --- | --- |
| Included? | Requirement Description |
|[ ]  [Master Land Use Application](http://newcastlewa.gov/UserFiles/Servers/Server_4026035/File/Departments/Community%20Dev/New%20Applications%20and%20Handouts/2019/Master%20Land%20Use%20Application.pdf) |
|[ ]  Title Report (dated by title company within 30 days of submittal) |
|[ ]  Existing Property Configurations Map |
|[ ]  Proposed Property Configurations Map |
|[ ]  Legal Descriptions of Land Being Transferred |

**Transferred Land Owner’s Statement**

I (We) Click here to enter first and last names. hereby attest under penalty of perjury, that I(we) am(are) the exclusive owner(s) of land as legally described and attached per Section D above, and that I(we) consent to the transfer of said land as depicted on the Proposed Property Configurations Map as attached as outlined above.

Signature (s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Click here to enter a date.

Signature (s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Click here to enter a date.

Signature (s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Click here to enter a date.

**Applicant’s Statement**

I, Click here to enter first and last name. hereby affirm, under penalty of perjury, that I am the applicant of this proposal and that the property(ies) affected by this application, including any easements, is (are) under my exclusive ownership, or that this application has been submitted with the consent of all owners of the affected property(ies), including any easements. I further hereby affirm that the foregoing statements and answers are in all respects true and correct as to my understanding and belief as to those matters.

Signature (s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Click here to enter a date.

Signature (s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Click here to enter a date.

Signature (s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Click here to enter a date.