



CITY OF PATEROS

113 Lakeshore Drive
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BOUNDARY LINE ADJUSTMENT (BLA) APPLICATION

**Administrator’s Review
(REQUIRED)**

DATE RECEIVED: _____ DATE VESTED _____ FEE PAID _____

ADMINISTRATOR’S SIGNATURE _____
(City Clerk)

Application Requirements

- _____ Assessor’s Parcel Numbers
- _____ Legal Description of existing parcels involved
- _____ Legal description of new parcel created
- _____ Surveyor’s stamp unless waived by Administrator
- _____ Signature of all fee owners or authorized agents involved in BLA
- _____ Site Plan that shows:
 - _____ Existing structures or improvements
 - _____ Existing easements
 - _____ New lot lines
 - _____ Lot dimensions
 - _____ Existing lot lines
 - _____ Square footage
 - _____ Infrastructure (utilities and access)

Required Prior to Final Approval

- _____ Conveying Documents (quitclaim or warranty deed)
- _____ Current year taxes paid

Review Criteria/Process

1. Administrator checks the following to determine complete application (within ten days of application submittal):

- _____ No new parcels created
- _____ Character of parcels is not substantially altered
- _____ Area and dimensions are consistent with zoning requirements (e.g, minimum lot size)
- _____ Adjustment of non-conforming lots do not result in more non-conformity
- _____ New lot adjustment does not result in loss of access to public or private road.
(Access may be provided via an easement.)
- _____ Required fees paid
- _____ Shoreline or Critical Areas

2. If application is deemed “complete”, Administrator prepares Letter of Completeness for applicant and notice of application for newspaper and adjoining landowners. If incomplete, Administrator prepares Letter of Incomplete Application and provides to applicant.
3. Administrator provides copy of “complete” application and related materials to the following for their review and comment (comment period 10 days from notice of complete application)
 - _____ Pateros Public Works
 - _____ Pateros Building Official
 - _____ City Attorney
 - _____ Planner
 - _____ County Assessor (Need approval before City approval)
 - _____ Other agencies as appropriate (e.g. irrigation district, WSDOT, etc...)
4. Once the comment period ends and all required signatures, deeds, etc. have been obtained, and comments have been addressed, the Administrator signs two original BLA forms and provides one original to application for filing with the County Auditor. Applicant responsible for filing and must provide City with copy of documents as filed with official recording information on copy.