CITY OF OAK HARBOR
Development Services Department

Subdivisions
Boundary Line Adjustment Application
Review Process I

What is a Boundary Line Adjustment, and when is it necessary?
A boundary line adjustment is a type of short subdivision (i.e. short plat) in which there is an *adjustment* of boundary lines between lots, and is used where no new lot is being created and where no lot is being reduced in size below the minimum square footage and street frontage required by the applicable zoning district and the subdivision ordinance. Boundary line adjustment applications are considered minor administrative land use decisions, and are subject to review process I.

Is a pre-application meeting required for a Boundary Line Adjustment application?
A pre-application meeting is not required for a boundary line adjustment application subject to review process I. However, depending on the circumstances, a pre-application meeting may be encouraged. The applicant or the Director of Development Services may also request a pre-application meeting if it is deemed necessary.

Is public notice required for a Boundary Line Adjustment application?
No, public notice is not required for a boundary line adjustment application, because the application is reviewed administratively.

Is a public hearing required for Boundary Line Adjustment approval?
No, a public hearing is not required for a boundary line adjustment application, because the application is reviewed administratively.

The Boundary Line Adjustment Process
There are three steps to the boundary line adjustment process:

1. Pre-application meeting (if required) –The purpose of this meeting is to allow the applicant an opportunity to discuss the proposal with staff. The meeting is scheduled after the submittal of the pre-application form,
2. **9 copies** of the proposed plat map (18" x 24" in size) and the appropriate fee.

3. Boundary line adjustment plat map submittal – After the pre-application meeting, the applicant must submit **9 copies** of a boundary line adjustment plat map (18" x 24" in size), which incorporates comments from the pre-application meeting (if any). After the submittal of the boundary line adjustment plat map, a staff person from each department will provide the applicant with comments on, and requirements for, the proposed project. Any and all comments and changes will need to be

incorporated into the boundary line adjustment plat map and resubmitted for review.

4. Final boundary line adjustment plat map submittal – The last step in the subdivision process involves submitting the final boundary line adjustment plat map for approval. This plat map must incorporate the staff comments and requirements set forth in the boundary line adjustment review. After the final boundary line adjustment plat map has been approved, final mylars may be submitted for signature and then recorded with Island County. ***The subdivider must file the approved boundary line adjustment and must furnish the City with one permanent copy (mylar or better quality) of the boundary line adjustment including all recording data within 15 days after approval by the Director or the approval will be deemed null and void.***

Fees

- Pre-application fee (if required): $369.00 (subtracted from the fee taken at the time of the boundary line adjustment submittal)

- Boundary line adjustment submittal: $ 369.00

- Final boundary line adjustment plat map submittal: included in the fee for the boundary line adjustment submittal.

If you have any questions regarding the boundary line adjustment application process, please contact the Permit Coordinator at (360) 279-4510.

Boundary Line Adjustment
Review Process I

Submittal Requirement Lists & Applications for Pre-Application and Boundary Line Adjustment

How do I start the application process?
The first step is to submit a complete application packet to the Permit Center located in the Development Services Department along with the applicable fees and the required number of copies for all submittal items. A complete application packet includes all the information and items listed in the Submittal Requirement List shown below.

The Development Services Department conducts two application checks to ensure that application packets are complete before staff begins the development review process. Prior to accepting an application, staff will conduct a "**Counter Complete**" review of the submittal package. This initial counter complete review ensures that all required submittal items are contained within the package. If each item on the submittal requirement list has been submitted, the application will be accepted for further review.

Prior to processing the application, the Development Services Department will determine that the application is "**Technically Complete**". A technically complete application must contain all information required by the applicable development regulations as they apply to the proposed land use action. Within twenty-eight calendar days after receiving a project permit application, the City will provide the applicant with a determination stating either that the application is complete, or that the application is not complete and more information must be submitted before staff review can occur.

Submittal Requirement List

The following checklists identify required information for pre-application and boundary line adjustment submittals. **All** items with a number followed by an underlined space (i.e., 1.___) must be submitted before the application will be considered "Counter Compete". **All** items with a check box (i.e. ☐) must be complete for the application to be determined "Technically Complete".

Pre-Application Submittal Requirements

1.__ COVERSHEET – A coversheet listing the contents of the pre-application package, as well as a short narrative describing the proposed project;

2.__ APPLICATION FORM (attached) – The pre-application form must be complete and the applicant must sign at least one original copy in ink;

3.__ APPLICATION FEE – The fee for pre-application for a boundary line adjustment must accompany the pre-application submittal packet;

4.__ PRE-APPLICATION BOUNDARY LINE ADJUSTMENT PLAT MAP (18" by 24" in size)-

- **Vicinity map**;
- **Address of property** – street address;
- **Parcel number** – as provided by the Island County Assessor's office;
- **Existing zoning** – current zoning;
- **Location of existing property lines–** indicate exterior property lines with a bold solid line and interior property lines with long dashed lines;
- **Location, size, bulk, height, and number of stories of any existing structures;**
- **Tabulation of total and proposed lot sizes;**
- **Existing and proposed lot divisions;**

5.__ SUBMITTAL REQUIREMENTS – 9 copies of the coversheet, the pre-application form and a complete and accurate boundary line adjustment plat map must be submitted along with the appropriate fee. The boundary line adjustment plat map must be 18" by 24" with a ½" border on the top, bottom, and right hand margins and a 2" border on the left hand or binding margin.

Boundary Line Adjustment
Submittal Requirements

1.__ COVER SHEET – A coversheet listing the contents of the application package, as well as a short narrative describing the proposed project;

2.__ APPLICATION FORM (attached) – The application form must be completed and the applicant must sign at least one original copy in ink;

3.__ APPLICATION FEE – The fee for a boundary line adjustment must accompany the application;

4.__ BOUNDARY LINE ADJUSTMENT PLAT MAP – The boundary line adjustment plat map must be 18" by 24" with a ½" border on the top, bottom, and right hand margins and a 2" border on the left hand or binding margin. The plat map must be prepared by a registered land surveyor, and the land surveyor must stake the corners of each lot on the ground and prepare a map of the property drawn in ink upon one or more sheets of mylar. Everything in the following list must be included on the boundary line adjustment plat map:

PLAT MAP REQUIREMENTS

- **The map must be to a scale not less than 100 feet to the inch, and a north arrow must be included on the plat map;**
- **The boundary lines of the tract to be adjusted and the interior lot lines, and the relationship to adjacent properties must be shown;**
- **The length and bearing of the boundary lines and lot lines must be shown. The plat map should be referenced to the State Plane coordinate system;**
- **The location of monuments or evidence used as ties to establish the boundaries must be shown;**
- **The location and dimensions of all easements and/or streets within or adjoining the boundary line adjustment project site, and applicable City or Island County file numbers must be shown;**
- **A certification by the land surveyor stating that all requirements of this title have been complied with must be included on the plat map; and**
- **Any certificates as required by the City and Island County must be included on the plat map.**

5.__LEGAL DESCRIPTION – A legal description of the property to be subdivided must be submitted;

6.__LEGAL STATEMENT – A statement, under oath, that the tract has not been subdivided within the last five years except by an approved long plat must be submitted*;

***Note:** Land contained within a short subdivision may not be further divided in any manner within a period of five years from the date of approval without filing a standard plat, except that when the short plat contains fewer than nine parcels, the owner who*

filed the short plat may file an alteration within the five-year period to create up to a total of nine lots within the original short plat boundaries.

7.__TITLE CERTIFICATE – A title certificate for the property issued by a title insurance company;

8.__SUBMITTAL REQUIREMENTS – 9 copies of a complete and accurate boundary line adjustment plat map (18” by 24” in size), along with **9 copies** of the application form and the appropriate fee.

CITY OF OAK HARBOR
Development Services Department

Pre-Application
Application Form

Project Name:

Type(s) of Application:

Description of Proposal:

APPLICANT NAME/CONTACT PERSON (or legal representative)**:**	Address:
E-mail Address:	Phone and Fax:
PROPERTY OWNER NAME (list multiple owners on a separate sheet)**:**	Address:
E-mail Address:	Phone and Fax:
ENGINEER/SURVEYOR:	Address:
E-mail Address:	Phone and Fax:
PROJECT SITE INFORMATION (address/location)**:**	Comp. Plan Designation:
Zoning:	Parcel Number(s):
Legal Description (attach separate sheet):	Acreage of Original Parcel(s):
Section/Township/Range:	Total Square Footage of Proposed Building or Number of Units:

AUTHORIZATION:
The undersigned hereby certifies that the property affected by this application is in the exclusive ownership of the applicant or that the applicant has submitted the application with the consent of all owners of the affected property. In addition, the undersigned hereby certifies that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient cause for denial of the request.

I declare under penalty of the perjury laws that the information I have provided on this form/application is true, correct and complete.

Authorized Signature **Date**

CITY OF OAK HARBOR
Development Services Department

Boundary Line Adjustment Application Form

Project Name:

Description of Proposal:

APPLICANT NAME/CONTACT PERSON (or legal representative)**:**	Address:
E-mail Address:	Phone and Fax:
PROPERTY OWNER NAME (list multiple owners on a separate sheet)**:**	Address:
E-mail Address:	Phone and Fax:
ENGINEER/SURVEYOR:	Address:
E-mail Address:	Phone and Fax:
PROJECT SITE INFORMATION (address/location)**:**	Comp. Plan Designation:
Zoning:	Parcel Number(s):
Legal Description (attach separate sheet):	Acreage of Original Parcel(s):
Section/Township/Range:	Total Square Footage of Proposed Building or Number of Units:

AUTHORIZATION:
The undersigned hereby certifies that the property affected by this application is in the exclusive ownership of the applicant or that the applicant has submitted the application with the consent of all owners of the affected property. In addition, the undersigned hereby certifies that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient cause for denial of the request.

I declare under penalty of the perjury laws that the information I have provided on this form/application is true, correct and complete.

Authorized Signature **Date**