Boundary Line Adjustment Checklist

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Each project is unique in its overall design, size, and configuration and is also distinctive as to property location, each of these factors may trigger additional requirements. Some properties have specific requirements based on environmental factors which will have an impact on the development proposal.

If you have any questions, please contact Ask a Permit Technician.

Required Applications

Applications listed below identified with "Yes" are required to obtain a boundary line adjustment approval. The applications below **must be submitted before or at the same time** for boundary line adjustment application to be processed.

Applications not required at time of submittal may be requested during completeness determination or during the review process based on the specific project objectives.

Floodplain and Shoreline will be required if the parcel has known environmental impacts.

Checklists are available for each submittal type below.

Required	Application Type	Submitted/Approval Date
Yes	Critical Area Evaluation	
Yes	Lot Certification	
	On-Site Septic Soil Evaluation	
	Drinking Water	

Boundary Line Adjustment Submittal Checklist

Please upload the required attachments listed below; attachments must be in PDF format. During review project specific documents may be identified and required for resubmittal.

Required Documents		Additional Information
☐	Narrative	
☐	Boundary Line Adjustment Maps	See: Mapping Requirements
☐	Title Report	Must show all persons having ownership interest. Issued no more than 30 days prior to application date.
☐	Deed, contract, or agreement with signatures	Signatures must be from all persons having ownership interest.
☐	Public Water System Connection Form	Submit when water is serviced by a public entity.
☐	Proof of Sewage Disposal	Project is using an existing septic system; Public Health requires the following to be submitted: • Septic System Inspection Report (within the past 12 months) SCC 12.05.160 • Served by public sewer, please identify the public provider.
Project Specific Documents		**Additional Information**
☐	Agent Authorization Form	Owner is designating an agent to sign on their behalf.

Mapping Requirements:

Drafting	
☐	Fonts shall remain consistent for all sheets
☐	Fonts must have a clarity equivalent to, or better than, the fonts Arial, Gill Sans, or Tahoma. 'Boilerplate' font style may be per applicant's standard, but font size for text must be a minimum of 8 pt. or larger
☐	Font Type should be TrueType (SHX fonts are typically in Raster format and not preferred). Please do not embed fonts.
☐	Sheet size shall be 18" x 24"; Sheet size must not reduce the required minimum drawing scale.
☐	Standard engineering scale drawn to 1" = 20', 30', 40' scale, etc.
☐	As much as practical, each drawing sheet should have one scale. Detail sheets with multiple scales are not preferred.
☐	Drawings must be easy to read and free of extraneous information or markings.

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☐	Match lines and separate plan sheets must be used when necessary to provide acceptable drawing quality and clarity in lieu of over-crowded drawings. An overall keyed reference plan for the match lines should be provided on the associated plan sheets.
☐	Maintain output scale; please do not use “Fit to Page.”
☐	Line-weight(s) must provide sufficient contrast with the background and other drawing elements.
☐	Do not include layer information from the drafting program.
☐	Viewports used during the drafting process should not be included in the final output for submittal.
☐	Use of Cross-Hatching Fill Patterns should be minimized. Where hatch fill is required, please use efficient parallel line fill patterns as much as practicable. Provide a legend to explain what each fill pattern represents.
☐	Include names and locations of adjacent roads.
☐	All easements (i.e utility, water, septic, drainage, dike, access, railroad, etc).
☐	Location, dimensions, and setbacks from property lines of all buildings or structures.
☐	Location of well and septic system.
☐	Known critical areas and protective critical areas easements.
Boundary Line Adjustment Map - Before	
☐	Shows the current parcel configuration.
☐	Provide the existing legal descriptions.
☐	Assessor’s Property ID # s (Parcel #) for parcels involved.
Boundary Line Adjustment Map - After	
☐	Shows the proposed parcel configuration.
☐	Provide new legal descriptions that are certified by a licensed surveyor or title company.
☐	Include Lot Certification note.
☐	Provide signatory lines and notary verbiage for all persons having an ownership interest within the subject boundary.
☐	Record of survey compliant with RCW 58.09 when altering the boundaries of more than two lots” (SCC 14.72.020(3)(d)).
☐	A map certificate that reads as follows: **Boundary Line Adjustment** Reviewed and approved in Accordance with SCC Chapter 14.72 on: _____, _____, 20___. _____ Skagit County Planning & Development Services

☐	When lots are under separate ownership, a notarized signature certificate authorizing the transfer of property ownership that reads as follows: **Owner's Consent** Know all men by these presents that the undersigned Owners certifies that the Boundary Line Adjustment is made as a free act and deed, in witness whereof we have hereunto set our hands and seals this: _____day of _____, 20___. _____ _____ Owner Owner
☐	A lot certification note that reads as follows: **Lot Certification Note** Lot of Record Certifications are hereby issued for all lots included in this Boundary Line Adjustment. By virtue of recording this Boundary Line Adjustment, all newly configured lots therein meet the minimum lot size, or an exemption listed in SCC 14.70.060 and shall be considered Lots of Record for individual Conveyance and Development purposes unless otherwise restricted. Reviewed and approved on: _____, _____, 20___. _____

General Criteria for Approving Boundary Line Adjustments:

- If both lots are substandard (lot width, lot area) in size for the zoning district and after the adjustments both lots are still substandard, then boundary line adjustment can be approved.
- If both lots are substandard (lot width, lot area) in size for the zoning district and after the adjustments one lot now meets or exceeds the minimum requirement, then the Boundary Line Adjustment can be approved.
- If both lots meet the minimum size requirements (lot width and lot area) for the zoning district and after the adjustment, one lot is now able to be further divided by the platting process and the remainder lot is meeting the minimum requirement, then the boundary line adjustment request can be approved.
- If both lots meet the minimum size requirement (lot width and lot area) for the zoning district and after the adjustment one lot is now substandard, the boundary adjustment will be denied.
- If both lots meet the minimum size requirement (lot width and lot size) for the zoning district and after the adjustment each lot is still meeting or exceeding the minimum requirement, then boundary adjustment is approved.

IMPORTANT NOTICE: Digital and physical documents submitted to Skagit County are public records and may be subject to disclosure pursuant to the Public Records Act (RCW 42.56).

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