



# CITY OF EAST WENATCHEE

## COMMUNITY DEVELOPMENT DEPARTMENT

271 9<sup>TH</sup> STREET NE \* EAST WENATCHEE, WA 98802

PHONE (509) 884-5396 \* FAX (509) 884-6233

### Assistance Brochure for BOUNDARY LINE ADJUSTMENT

#### THE PURPOSE OF THE BOUNDARY LINE ADJUSTMENT REVIEW

According to State guidelines in RCW 58.17.040(6), boundary line adjustments are to be considered exempt from all subdivision requirements. A boundary line adjustment is the adjustment of a property line between platted or unplatted lots or both, which does not:

- Create an additional lot, tract, parcel, site, or division of land.
- Result in the creation of any lot, tract, parcel, site or division which contains insufficient area and dimensions to meet the minimum requirements of the zone in which the lots affected are situated.
- Involve the relocation of building sites, existing or anticipated access easements, utilities, septic tanks and drainfields, or other features.

The intent of this review is to determine that the boundary line adjustment complies with the above criteria. Depending upon the complexity of the proposed boundary line adjustment, a review by other public agencies may be necessary to make this determination.

#### PROCEDURE

Boundary Line Adjustments are reviewed administratively and do not require a public hearing or approval by the Planning Commission or City Council. The attached form must be filled out and returned to the Community Development department for review along with the current processing fee.

The application form must include both the old and the new legal descriptions and a map of the entire subject properties showing the existing and proposed boundary lines. (The old boundary should be shown as a dashed line and the new line as a solid line.) It is recommended that a surveyor prepare the map. Legal descriptions must be clear and easy to read in typed or handwritten form. **Because this document is recorded by the Auditor, the document must be an original.** A survey, although not always required, may be required by the Community Development Department if the adjustment involves more than two parcels or requires the relocation of any of the above site features such as utilities or easements. The format required for surveys will be determined by the Community Development Department. Boundary adjustments will be reviewed and approved or denied by the administrative official within 30 days of the date of submittal of a complete application.

Upon a determination that the application is complete and the proposed adjustment meets the criteria for a boundary line adjustment, the responsible official will assign a file number and sign the original. The Applicant will be contacted to pick up the approved form and transmit it to the Douglas County Auditor. You should contact the Auditor to determine the fee for recording the documents. A copy of the recorded document will be sent to each party when the original is returned to this office by the County auditor.

**For further information or to discuss a particular proposal, please call the  
East Wenatchee Community Development Department at 884-5396.**

***Please Note: The recording to the Boundary line Adjustment form does not transfer the property. It may be necessary to prepare and record Deeds for the actual transfer to take place. Please contact the Douglas County Assessor to determine if deeds or a Real Estate Excise Tax Affidavit will be necessary for your proposal.***