



Skamania County Community Development Department

Building/Fire Marshal ♦ Environmental Health ♦ Planning

Skamania County Courthouse Annex

Post Office Box 1009

Stevenson, Washington 98648

Phone: 509-427-3900 Inspection Line: 509-427-3922

BOUNDARY LINE ADJUSTMENT INTAKE CHECKLIST

(This form must be completed and submitted with all required documents for the BLA packet to be considered complete. Review will not begin on the project until all of the requirements below are submitted)

STAFF APPLICANT

Legal Description approval by the Assessor. The Assessor must okay the legal descriptions before the process may begin.

Deeds and legal descriptions. A copy of a deed and legal description for each affected parcel must be dropped off at the Community Development Department for review. You will be contacted to pick up your documents within two (2) business days.

Contact Information

Reviewed by _____

Complete: Yes _____ No _____

Date: _____

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BOUNDARY LINE ADJUSTMENT PROCEDURE & INFORMATIONAL PACKET

What is Boundary Line Adjustment

A Boundary Line Adjustment is a legal process to move a property line or lines between two adjacent properties. A Boundary Line Adjustment **does not** create any new lots, it just moves property lines.

Lot Sizes

No parcel that meets or exceeds the minimum lot size for its zone designation may be adjusted so that it would become less than the minimum lot size. If a parcel is already below the minimum lot size (non-conforming) it can be adjusted so that it becomes smaller, but cannot result in a parcel that would be unbuildable.

Review

Staff will review the proposed lot lines and the location of existing septic and drainfield areas (if applicable).

Contact the Skamania County Treasurer for property tax information.

Contact the Skamania County Auditor for document recording requirements.

The Process

1. First, you must get the legal descriptions of the new parcels. You may wish to contact a surveyor to assist in writing the new legal descriptions. You can write up the deeds that transfer ownership of the property yourself or have an attorney help you. Having the property surveyed and the survey recorded is not a requirement, and does not establish the boundary line adjustment, but you may want to have this done.
2. Bring the legal descriptions and deeds to transfer the ownership first to the Assessor's Office to review the legal descriptions.
3. Once the Assessor verifies the legal descriptions, bring your documents to the Community Development Office for drop off. The review by SCCDD will take two (2) business days to complete. Deeds will either be authorized or rejected.
4. The Community Development Department will review the deeds for:
 - a. The words "Boundary Line Adjustment" must appear above or below the title of the deed.
 - b. The following paragraph appears somewhere on the deed:

The purpose of this deed is to affect a boundary line adjustment between adjoining parcels of land owned by Grantor and Grantee; it is not intended to create a

separate parcel, and is therefore exempt from the requirements of RCW 58.17 and the Skamania County Short Plat Ordinance. The property described in this deed cannot be segregated and sold without conforming to the State of Washington and Skamania County Subdivision laws.

- c. If one or both of the parcels are partially or entirely within the National Scenic Area boundaries, a National Scenic Area (NSA) application must be submitted to the Community Development Department. The NSA review will be completed and a decision issued. This decision will provide a 20-day appeal period. When the 20-day appeal period has passed, the process will continue as below, following the same procedure as non-NSA boundary line adjustments.
 - d. Make sure the lots will meet the minimum lot size and dimensions for the zoning classification and meets the exemption requirements of Skamania County Code Title 17.
5. The Community Development Department will then sign off on the deeds. They will either be mailed to you or held for pick-up.
 6. The deeds are then taken to the Assessor's Office for their signature/sign-off.
 7. An excise tax form must be filed with the Treasurer's Office, and the fees paid. For the amount of the fee, call the Treasurer's Office at (509) 427-3760.
 8. The deeds (and a survey, if it was prepared) are then recorded with the Auditor's Office.

Department Contacts

Assessor's Office:	(509) 427-3720
Community Development:	(509) 427-3900
Treasurer's Office:	(509) 427-3760
Auditor's Office:	(509) 427-3730

Disclaimer:
This list is not a recommendation of any person or firm listed.
This list is only provided as a service to the public.

SURVEYORS

Tenneson Engineering
3775 Crates Way
The Dalles, OR 97058
(541) 296-9177

Pioneer Surveying & Engineering, Inc.
125 E Simcoe Dr
Goldendale, WA 98620
(509) 773-4945

Terra Surveying
1406 12th Street, Suite 100
PO Box 617
Hood River, OR 97031
(541) 386-4531

Bell Design Company
900 W Steuben St
Cook, WA 98605
(509) 493-3886

Mackay & Sposito, Inc.
1325 SE Tech Center Drive, Suite 140
Vancouver, WA 98683
(360) 695-3411

Klein and Associates
Land Surveying
1411 - 13th Street
Hood River, OR 97031
(541) 896-1988

Olson Engineering
1111 Broadway
Vancouver, WA 98660
(360) 695-1385

Minister-Glaeser Surveying, Inc.
2200 East Evergreen Blvd
Vancouver, WA 98661
(360) 694-3313

WyEast Surveys
4399 Woodworth Drive
Mt. Hood, OR 97041
(541) 352-6065