

119 West First Street
 Cle Elum, WA 98922
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 www.cityofcleelum.com



Stamp & initial

BOUNDARY LINE ADJUSTMENT

*“Boundary line adjustment” is the modification of the size or alignment of adjacent parcels by the relocation of a shared boundary line(s) recognized by the city where no additional parcels are created. A boundary line adjustment also include an extinguishing of an existing parcel that results in a merger of multiple parcels into a single parcel. See CEMC 16.40 for all provisions. Boundary line adjustments are subject to Type I application review processes set forth in CEMC 17.100. See **CEMC 16.40** for more information.*

OFFICIAL USE ONLY	
Permit #:	
Staff Person:	
Fee Total:	
Associated Permits:	

Applicant	
Name:	
Mailing Address:	
Email:	Phone Number:
Contact Person	
Same as applicant <input type="checkbox"/>	
Name:	
Mailing Address:	
Email:	Phone Number:
Property Owner #1	
Same as applicant <input type="checkbox"/>	
Name:	Parcel Number:
Mailing Address:	
Email:	Phone Number:
Property Owner #2	
Same as property #1 <input type="checkbox"/>	
Name:	Parcel Number:
Mailing Address:	
Email:	Phone Number:

Boundary Line Adjustment Application Requirements

1.	Written authorization from all property owners;
2.	Kittitas County’s Assessors tax identification number for the parcels;
3.	The existing and proposed legal descriptions for the parcels;
4.	The existing and proposed area of the parcels:
5.	A site plan that has:
a.	Drawn in ink on a sheet of eighteen (18) by twenty-four paper;
b.	Scale, north arrow, date;
c.	The dimensions of the current and proposed parcels;
d.	The current boundary line drawn with a dashed line and the proposed boundary line; drawn with a solid line;
e.	All sub parcels labeled (A,B,C or 1,2,3 etc.);
f.	All buildings and their distances from current and proposed parcel boundaries.
6.	A survey may be required by the planning director if the proposed adjustment is complex.
7.	A fee that is stated in the City of Cle Elum’s fee schedule

Boundary Line Adjustment Decision Criteria:

1.	The subject parcels are existing legal lots of record and the proposed adjustment is consistent with the minimum lot size requirements of the zoning ordinance;
2.	No additional parcel or division is created by the adjustment;
3.	Existing nonconforming lots may be adjusted as long as the degree of nonconformity is not increased by the adjustment;
4.	Boundary line adjustment may not cause the violation of any ordinance standards such as setbacks, maximum lot coverage or density;
5.	No lot is created that has inadequate drainage, water supply, sewage disposal, accesses for vehicles, utilities, and fire protection, and all public easements are not affected.

Authorization

I _____(print name) Hereby analogue that I have filled out this form truthfully and to the best of my knowledge. I hereby submit this application for a boundary line adjustment.

I further affirm that I am the owner of record of the area proposed for the above-identified land use action or, if not the owner, attached here within is written permission from the owner(s) authorizing my actions on his/her/their behalf

Property Owner 1 Signature:	Date:
Property Owner 2 Signature	Date

KITTITAS COUNTY ASSESSOR'S OFFICE

KITTITAS COUNTY COURTHOUSE , ROOM 101
205 WEST FIFTH STREET
ELLENSBURG, WA 98926

REQUEST FOR PARCEL SEGREGATION

Must be signed by City Planning Department and the Treasurer's Office and will not be accepted by the Assessor's Office unless fully completed attached

Applicant Name _____

Address _____

City _____

State, Zip Code _____

Phone (Home) _____

(Work) _____

Original Parcel Numbers and Acreage

Action Requested

New Acreage/Square Footage

Survey Vol. _____ Pg. _____

____ Segregated into _____ (Separately saleable)
____ Segregated for Mortgage Purposes
____ Boundary adjustment between property owners
____ Boundary adjustment between properties in the
same ownership
____ Combine Parcels

Applicant is: _____ Owner*

_____ Purchaser

_____ Lessee

_____ Other**

*Owner's Signature (Required)

**Other

KITTITAS COUNTY TREASURER'S OFFICE REVIEW

Taxes must be current prior to segregation review by Planning Departments

Tax Status: _____
Year

By: _____
Kittitas County Treasurer's Office

Date: _____

CITY PLANNING DEPARTMENT REVIEW FOR INCORPORATED AREAS

(ELLENSBURG, CLE ELUM, S. CLE ELUM & KITTITAS)

**Survey Required: Yes _____ No _____

Approved: _____ Date: _____

By: _____

Name of Inc. City