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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.*

OFFICAL USE ONLY	
File #:	
Staff Person:	
Fee Total:	
Associated Permit File #:	

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 owner #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