



**Department of Community Development**

152 W Cedar Street  
Sequim, WA 98382  
(360) 683-4908  
www.sequimwa.gov

**APPLICATION FOR A BOUNDARY LINE ADJUSTMENT/LOT MERGER**

<b>For Department Use Only:</b>	Application Number: _____
	_____
	_____
	_____
Date: _____	

**APPLICANT(S) INFORMATION**

Owner's Name and Mailing Address of **Lot A**: \_\_\_\_\_

Owner's Telephone and E-mail: \_\_\_\_\_

Owner's Name and Mailing Address of **Lot B**: \_\_\_\_\_

Owner's Telephone and E-mail: \_\_\_\_\_

Representative's Name: \_\_\_\_\_

Representative's E-mail Address: \_\_\_\_\_

Representative's Mailing Address: \_\_\_\_\_

Representative's Telephone: \_\_\_\_\_

Are there any structures located across property lines?  No  Yes

This Boundary Line Adjustment is for a?  Boundary Line Adjustment  Lot Merger

Please provide the existing Address, Legal Description and/or Parcel Number(s)?  
Use and attach additional pages if necessary.

# Boundary Line Adjustment/Lot Merger Application Submittal Requirements Checklist

**\*\*\*It is the responsibility of the applicant to ensure that all submittal requirements listed below are turned in as part of this application. Incomplete applications will not be accepted by the City of Sequim Planning Department. \*\*\***

- A complete Boundary Line Adjustment/Lot Merger application with all submittal materials and fees.
- Title Report or other proof of ownership.
- Location of streams, irrigation ditches, drainage ditches, wetlands, ponds, floodways or other water courses on or within 200' of the proposed project.
- Location, extent and type of wooded areas and all trees greater than eight inches in diameter, or identified as species of local significance.
- A scaled vicinity map showing the subject property in reference to surrounding properties, streets, subdivisions, municipal boundaries, identified critical areas within 500' of the subject property, and including a north arrow.
- Copies of any existing and/or proposed deed restrictions or covenants.
- Draft maintenance agreements and proposed management entities responsible for tax payments and maintenance of common facilities (such as roads, stormwater facilities, open spaces, trails, parks, etc.)
- Any additional materials, as determined by the department during preliminary discussions to be necessary to fully evaluate the application.
- A description of how parking requirements will be met, if applicable.
- 18" x 24" or larger Boundary Line Adjustment/Lot Merger map prepared by a Washington State licensed and registered land surveyor, drawn at a horizontal scale of 50-feet or fewer to the inch depicting the following items:**
  - The name of the project.
  - Legal Description of the entire parcel.
  - Date, scale and north arrow.
  - Boundary lines, right-of-way for streets, easements and property lines of lots.
  - Location of all open spaces.

- Location of all utilities and other improvements, with accurate bearings, dimensions of angles and arcs, and all curve data describing the location of improvements.
- Street (right-of-way) widths and names.
- Lot acreage, dimensions and lot numbers (before and after).
- Locations of private and/or public easements, their dimensions and their purpose.
- After the preliminary review is complete and signed off by the City of Sequim, the applicant shall submit a Final BLA/Lot Merger map (which has its own fee) for review.

**\*\*\*The City of Sequim Planning Department may require additional information necessary for decision making purposes. \*\*\***

I certify that the above information is true and correct to the best of my knowledge and accept responsibility for all claims and damages which may be occasioned to any other land or persons by actions authorized by the City of Sequim in relation to this Boundary Line Adjustment/Lot Merger.

\_\_\_\_\_  
Owner(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representative(s)

\_\_\_\_\_  
Date