MASON COUNTY
BOUNDARY LINE ADJUSTMENT REQUIREMENTS

A Boundary Line Adjustment (BLA) is a change in boundaries between two (2) or more legal lots resulting in the same numbers of lots or less. The process must not create any parcel, tract, lot, site, or division, which contains insufficient area and dimension to meet minimum requirements for width and area for a building site. A BLA may be the resolution or remedy for various situations, such as boundary line disputes or enlargement of a parcel to enhance a buildable area. Send complete application packet with fees to Mason County Permit Center, 615 W. Alder Street, Shelton, WA 98584.

PROCESS:

1. **Application**: Complete the application. Please answer all questions as thoroughly as possible.

2. **Declaration**: Complete the Declaration (all legal descriptions must be certified by a Title Company or registered land surveyor). The Declaration of Boundary Line Adjustment must have the notarized signature of all owners of properties involved. All pages of the document, including the map (#3) must have a Department of Community Development Planning Division acceptance block. Please submit the original Declaration and one additional copy.

3. **Map**: A new map of the affected parcels must be submitted, drawn to scale tying involved lot corners to section corners, quarter corners, or if applicable to the road center line monument. The map must also show all structures, wells and septic fields. Paper size must be a minimum of 8-1/2" by 11" but not exceed 8-1/2" by 14". A 24" by 18" survey map may also be recorded, at extra cost, in conjunction with a BLA. You may draw the map, providing it is prepared in a neat, legible manner, or have the Title Company or surveyor do it for you.

4. **Tract Book Ownership Report**: A current (issued within 90-days of submittal) Tract Book Ownership Report obtained from a Title Company must accompany all BLA’s at the time of application. This must show the legal descriptions for each lot involved in the BLA.

5. **Site Inspection**: Excluding cases where entire parcels are being combined or lot lines are being adjusted the minimum amount necessary to resolve an encroachment; a site inspection on undeveloped lots will be required ($300) before a BLA can be approved. Environmental reviews will add additional time and expense to the BLA process, but should prevent property owners from inadvertently rendering their property unbuildable due critical/resource area setbacks.

6. **Fees**: The Planning Review Fee is $330 (2 resulting lots) plus $37 per additional lot (check made payable to Mason County Treasurer) along with a $50.00 GIS fee. When your application is approved, a staff member will take the document to the Mason County Auditor’s office for recording. The recording fee of $158.00 (check made payable to Mason County Auditor) is due at the time of recording (if accompanied by a survey map include an additional $74.00, plus $1.00 per page). After the documents (map, coversheet, application, and declaration) have been recorded, copies will be sent to the applicant (property owners). Please note that property taxes currently due must be paid before the BLA can be recorded.

7. The property owners must have their own arrangements as to compensation or other consideration for the exchange of property ownership. The recorded BLA only sets for the new legal description and lot lines; It does not convey the property.

8. After the BLA has been approved and recorded at the Auditor’s office, Deeds of Conveyance may be recorded. The deeds must reflect the approval of the BLA using the assigned BLA number and the Auditor’s file number.

Rev. 9/14/2017
ALL INFORMATION PERTAINING TO THE APPLICATION, EXCEPT THE RECORDING FEE, ARE DUE AT THE TIME OF SUBMITTAL. INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE RESPONSIBLE PARTY.

MASON COUNTY
BOUNDARY LINE ADJUSTMENT CHECKLIST

In order for the Planning Department to process your Boundary Line Adjustment quickly, we ask that you double-check your finished application to ensure that it is complete and free of errors.

1. APPLICATION
   ____ Make sure that all questions are answered.
   ____ Make sure that your 12-digit parcel number is correct.
   ____ Make sure that the proper signatures are in place.
   ____ Be sure that your application is signed and sealed by a notary public.
   ____ Be sure that the resulting area of each parcel is included.
   ____ Be sure that resulting lot sizes are shown.

2. TRACT BOOK OWNERSHIP (TBO)
   ____ Be sure that the taxes are paid for entire current year.
   ____ Be sure TBO is signed by Title Company (Must be original TBO. TBO must show easement to property or other form of ingress/egress).

3. DECLARATION
   ____ Make sure information is complete.
   ____ Make sure Volume and Page numbers are correct.
   ____ Make sure legal descriptions are complete and correct.
   ____ Make sure each page contains Acceptance Blocks.
   ____ Be sure Declaration is signed and sealed by notary public.
   ____ Submit the original and a copy.

4. MAP
   ____ North Arrow
   ____ Scale
   ____ Owners Name and Address
   ____ 12-digit Parcel Numbers
   ____ Abbreviated Legal Description
   ____ Be sure all bearings and distances called out on your Declaration are shown on map.
   ____ Show all structures, wells, and drainfields.
   ____ Submit the original and a copy.

5. FEES
   ____ BLA review fee is $330 (+) to be paid when you submit your application.
   ____ Recording fee is $158, or $158 plus $74 and $1.00 per page - if a survey map is recorded simultaneously (due when ready to be recorded – checks made payable to Mason County Auditor). You will be contacted for this recording fee when the BLA review is complete, and it is ready to be recorded.

6. TAXES
   ____ The property taxes must be paid before the BLA can be recorded.
   If applications are not complete and correct, they will be returned to the applicant, or their agent, which delays the final acceptance of your application.
MASON COUNTY APPLICATION FOR
BOUNDARY LINE ADJUSTMENT

USE BLACK INK ONLY

APPLICANT

Owner of parcel____ Purchaser of parcel____ Representative____

Name: ________________________________________________

Address: ________________________________________________

Telephone: ___________________ __________________________

home work

OWNER (if other than applicant)

Name: ________________________________________________

Address: ________________________________________________

Telephone: ___________________ __________________________

SURVEYOR

Name: ________________________________________________

Address: ________________________________________________

Telephone: ___________________ __________________________

Email: ________________________________

12 DIGIT PARCEL

Area of Original Lot Area of Resulting Lot
(excluding tidelands) (excluding tidelands)

______-______-______ ______acre / sq ft ______acre / sq ft

______-______-______ ______acre / sq ft ______acre / sq ft

______-______-______ ______acre / sq ft ______acre / sq ft

______-______-______ ______acre / sq ft ______acre / sq ft

ADDRESS OF SITE/DIRECTIONS

________________________________________________________________________

TYPE OF ON-SITE STRUCTURES (give lot numbers):

(Show location and label each structure on map.)

SPECIAL AREAS OF YOUR PROJECT SITE (Show checked areas on map):

____ CLIFF/STEEP SLOPE

____ DRAW/GULLY

____ WETLAND/SWAMP/BOG

____ SALT WATER ______________________ (name of waterbody)

____ CREEK/STREAM ____________________ (name of creek/stream)

____ FRESH WATER ____________________ (name of fresh waterbody)

____ RIVER _______________________ (name of river)

____ LAKE/POND _____________________ (name of lake/pond)

____ NONE OF ABOVE

HAS ANY PORTION OF YOUR PROJECT SITE EVER FLOODED? (Show area on map.)

NO _____ DO NOT KNOW _____ YES _____ If yes, when? ____________
NOTE: The owner(s) whose signatures appear below certify that they are the legal owner’s of the property encompassed by this Boundary Line Adjustment and approve of the Boundary Line Adjustment of their property.

______________________________  ____________________________
(signature)                                  (signature)

STATE OF WASHINGTON  )
COUNTY OF MASON  ) :SS

ON THIS DAY personally appeared before me to me known to be the individual described in and who executed the within and foregoing instrument acknowledge that _______ signed the same as _____ free and voluntary act.
GIVEN under my hand and official seal this ___ day of _____________, 20______.

Notary Seal:

NOTARY PUBLIC in and for the State of Washington, residing at

______________________________

STATE OF WASHINGTON  )
COUNTY OF MASON  ) :SS

ON THIS DAY personally appeared before me to me known to be the individual described in and who executed the within and foregoing instrument acknowledge that _______ signed the same as _____ free and voluntary act.
GIVEN under my hand and official seal this ___ day of _____________, 20______.

Seal:

NOTARY PUBLIC in and for the State of Washington, residing at

______________________________
DECLARATION OF BOUNDARY LINE ADJUSTMENT

A division made for the purpose of adjusting boundary lines, which does not create any additional lot, tract, parcel, site, or division nor create any lot, tract, parcel, site, or division, which contains insufficient area, and dimension to meet minimum requirements for width and area.

PLEASE NOTE! THIS DOCUMENT DOES NOT CONVEY TITLE

THIS DECLARATION MADE THIS __________ day of __________, 20_____ by __________________________________________, and the real property legally described hereinafter as "PARCEL (1)". 2ND by ____________________________________, his wife, "Declarant(s) as owners of the real property legally described hereinafter as “PARCEL (2)” who wish to adjust the common property line between said “PARCEL (1)” and “PARCEL (2)” without creating any additional lot, tract, or site. The land described as “PARCEL (3)” shall become a permanent part of an appurtenant to land described as “PARCEL (2)” and together shall not be further subdivided without prior written permission of the Director of Community Development of Mason County.

“PARCEL (1)” (Assessor’s Parcel No. ___________________________) is legally described as:

“PARCEL (2)” (Assessor’s Parcel No. ___________________________) is legally described as:

“PARCEL (3)” to be transferred from Parcel No. __________________________ to Parcel No. __________________________ is legally described as:

BLA# ______________

DATE APPROVED ______________

____________________________

Director of Community Services
“PARCEL (4)” (Applicable only when an exchange is involved.) Parcel to be transferred from PARCEL ________ to PARCEL ________ is legally described as:

“PARCEL (5)” Subsequent to this transaction, the resulting single lot “PARCEL (1)”, shall be described as:

“PARCEL (6)” Subsequent to this transaction, the resulting single lot “PARCEL (2)”, shall be described as:

I (Title Company Official or Surveyor) hereby certify that the land descriptions of this Boundary Line Adjustment are the full and correct descriptions.

______________________________  ______________________________
Name                                Signature

BLA# ______________________
DATE APPROVED __________________________

_______________________________________________
Director of Community Services
Declarant(s)/ Owners of original parcel:

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<tr>
<th>NAME</th>
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<th>CITY/ZIP CODE</th>
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IN WITNESS WHEREOF, the parties hereto have executed this instrument as of the date first above written.

DECLARANTS (signatures)

__________________________________  
__________________________________

STATE OF WASHINGTON  )  
COUNTY OF MASON  )  

ON THIS DAY personally appeared before me ______________________________ 
To me known to be the individual(s) described in and who executed the within and foregoing Declaration and acknowledge that _______________________ signed the same as 
__________________________________ free and voluntary act.

GIVEN under my hand and official seal this ____day of ________________, 20___.

(Signature)  
NOTARY PUBLIC in and for the State Of Washington, residing at

BLA# ______________

DATE APPROVED ________________

Director of Community Services
BOUNDARY LINE ADJUSTMENT MAP

DATE APPROVED: ______________________________

Director of Community Services
Mason County
Community Services Department
615 W. Alder Street
Shelton, WA 98584

Please print neatly or type information

DOCUMENT TITLE(S)

REFERENCE NUMBER(S) OF RELATED DOCUMENTS

GRANTOR(S) (Last, first and middle initial)

GRANTEE(S) (Last, first and middle initial)

LEGAL DESCRIPTION (Abbr. form: quarter/quarter, section, township & range, plat, lot & block)

PARCEL NUMBER(S)

The Auditor/Recorder will rely on the information provided on this form. The staff will not read the document to verify the accuracy or completeness of the indexing information provided herein.
PLANNING DEPT. PRE-INSPECTION APPLICATION

1. Owner:_________________________________________ Applicant:_________________________________________
   Site Address: ____________________________________
   Owner Address: _____________________________
   City: ___________St_________Zip_________ Phone:(______)________________________day
   Phone:(_____)___________________________evening
   City: ___________________________St_________Zip_________
   Phone:(______)________________________day
   Email: _________________________________

2. Parcel No. ___________ - ______ - ________
   Parcel No. ___________ - ______ - ________

   Legal Description: _________________________________

3. Purpose of Pre-Inspection: ____________________________

4. ____________________________________________________________________________________

5. Use of building: _______________________________________

6. Do any of the following exist on or adjacent to property?:
   slope ( ) saltwater ( ) lake ( ) river ( )
   pond ( ) wetland ( ) seasonal runoff ( ) other ( ) stream ( ) seasonal creek ( )

   Directions to Site: _______________________________________________________________________
   _______________________________________________________________________________________
   _______________________________________________________________________________________
   _______________________________________________________________________________________

If the information is incomplete, then Mason County must disclaim any errors resulting from deficiencies in the original application. Pre-inspection reports remain valid only until development changes occur in the vicinity which affect the lot evaluated in this inspection, or the laws regulating development of the site change after the time of inspection.

Applicant Signature: _____________________________ Date: __________

If you would like to be on site during inspection, please check here: ( )

Return application to: Mason County Community Services, Planning Division
615 W. Alder Street
Shelton, WA 98584
(360) 427-9670 ext. 352

Please include a $300.00 check or money order payable to Mason County Treasurer

When completed, this form becomes part of the parcel file.

FOR OFFICE USE ONLY: Accepted by: ___________________________ Date: __________

MORE ON BACK SIDE
Rev. August 2017
Please illustrate below the proposed building site in relation to critical areas (slopes, streams, lakes, wetlands, etc.) existing improvements, as well as property lines. **APPLICATIONS SUBMITTED WITHOUT ADEQUATE ILLUSTRATIONS WILL NOT BE ACCEPTED AND WILL BE RETURNED TO THE APPLICANT.**

Departmental Review
(For Office Use Only)

Planning Department Findings: ____________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________