

CITY OF BRIDGEPORT
BOUNDARY LINE ADJUSTMENT
Application Process
12/6/2019

What Is a Boundary Line Adjustment?

A boundary line adjustment is a legal method to make minor changes to existing property lines. A boundary line adjustment is defined in the *Bridgeport Municipal Code* (BMC) as “a minor adjustment of one property line between two lots in which no third party ownership or additional building site results” (Chapter 16.08 BMC).

When is a Boundary Line Adjustment appropriate?

A boundary line adjustment may be used to combine parcels to create a buildable lot. It may also be used to move a property line to follow an existing fence line, to remedy a boundary line dispute, or to adjust property size and/or shape for owner convenience; to move a property line around a structure to meet required setbacks; or to sell a small section of property to an adjacent property owner. *Note that real estate excise tax applies to boundary line adjustments if there is consideration (other than resolution of a dispute), such as in the case of a sale or trade of property.*

Permitting process

Boundary line adjustments must be approved by the Plat Administrator charged with administering the City’s development regulations. The applicant must demonstrate that the boundary line adjustment request is consistent with the criteria for approval that are contained in Bridgeport’s Municipal Code. The process is outlined below. If you have questions, please contact City staff by coming to City Hall at 1206 Columbia Avenue, or call (509) 686-4041. Business hours are 8:30 a.m. to noon and 1:00 p.m. to 4:30 p.m., and a member of staff who speaks Spanish is available by appointment.

Pre-application conference

A preapplication conference can help both the applicant and the Plat Administrator understand the proposed adjustment, and clarify the requirements for a complete application. Preapplication conferences for boundary line adjustments are optional, and requests for conferences will be considered on a time-available basis by the Plat Administrator. Please call (509) 686-4041 if you would like to request a preapplication conference.

Application submittal

A boundary line adjustment application must be submitted on a form provided by the Plat Administrator, and must be accompanied by the application materials listed below, under the heading “Submittal requirements.”

Staff review

Once the City has accepted a complete application with city application fee paid, the City’s Plat Administrator will review the application to determine whether it meets the City’s criteria. In order to approve a Boundary Line Adjustment, the Plat Administrator must determine that the proposed adjustment meets the requirements specified in Section 16.24.030(A) of the City’s code. (*See “Bridgeport Municipal Code”, below.*)

If the Plat Administrator finds that any of the required conditions are not met, he/she will deny the boundary line adjustment application and inform the applicant of the applicable review process.

Decision

Within fifteen days of accepting a boundary line adjustment application, the City’s Plat Administrator will either forward an approved boundary line adjustment to the Douglas County auditor for recording or return the application to the applicant for further information. The applicant shall assume any costs required by the recording of the approved boundary line adjustment paid to the City.

Appeal

The Plat Administrator’s decision may be appealed by a party of record with standing to file a land use petition in Douglas County Superior Court. Such petition must be filed within twenty-one days of issuance of the decision, as provided in Chapter 36.70C RCW as it now exists or as may be hereafter amended.

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Submittal requirements

To apply for a boundary line adjustment, you must submit the following to the Plat Administrator:

1. A completed project permit application form.
2. Either a record of survey or a map of the boundary line adjustment (see “Boundary Line Adjustment map minimum requirements” below for information to include). *The Plat Administrator may waive the requirement for a survey when he/she finds that there is adequate proof that at least two of the parcel’s boundaries have been sufficiently surveyed in a previous survey and that at least one corner of the parcel can be established.*
3. Evidence of adequate water supply.
4. Evidence of ability to comply with the City’s water and sewer requirements.
5. Information on the capacity of existing stormwater conveyance and control facilities and evidence of ability to comply with the City’s stormwater drainage and disposal requirements.
6. A sworn statement made before a notary public and under penalty of perjury by the applicant(s) that the property affected by the application is in the exclusive ownership of the applicant(s), and hold the City harmless. *Please use attached form(s).*
7. The applicable fee as established by City Council ordinance or resolution.

Boundary Line Adjustment map minimum requirements

Where there is no record of survey establishing the location and boundaries of the parcel(s) involved in the boundary line adjustment on file with the Douglas County Auditor, the applicant must submit a map of the boundary line adjustment. The map must be drawn in permanent black ink. The following information must be on or accompanying the map:

1. A legal description of the revised parcel(s) involved in the boundary line adjustment and sufficient information to locate each lot or tract.
2. A surveyor’s certificate and any certificates and other information that may be required to establish the location and boundaries the parcel(s) involved in the boundary line adjustment.
3. The locations and sizes of all lots, tracts, parcels, private or public roadways, and easements. All boundary lines shall be referenced with proper bearings and distances.
4. Approval certificate for the plat administrator—*please see Section 16.24.020(D) of the Bridgeport Municipal Code, below.*
5. The following two statements:
 - a. “The parcel resulting from the boundary line adjustment may not be sold or conveyed separately from the parcel to which it has been added without prior approval of the city.”
 - b. “The boundaries of the parcels resulting from the boundary line adjustment may not be further adjusted without additional review by the city.”
6. Other information as deemed necessary to clarify or complete the application, which may include information about shoreline areas and critical areas (critical aquifer recharge areas, fish and wildlife habitat conservation areas, frequently flooded areas, geologically hazardous areas, and wetlands) that could limit the developable area of the parcel.

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Bridgeport Municipal Code

Chapter 16.24
BOUNDARY LINE ADJUSTMENT

16.24.010 Boundary line adjustment—Generally.

A boundary line adjustment is a minor adjustment of one property line between two lots in which no third party ownership or additional building site results. It is a type I permit application and processed according to 19.01 BMC.

16.24.020 Completed application.

Application for a boundary line adjustment shall be made on forms provided by the plat administrator and in addition to that information required by Section [19.02.020](#) BMC the following shall be submitted:

Where there is not to be filed record of survey, a map of the boundary line adjustment shall be drawn in permanent black ink, on Mylar, sheet size eighteen inches by twenty-four inches at a scale no smaller than one inch equals fifty feet. Information required on or accompanying the map shall include:

- A. Legal description of the revised parcel(s) involved in the boundary line adjustment and sufficient information to locate each lot or tract;
- B. Surveyor's certificate and all certificates and other information as may be required;
- C. Location of all lots, tracts, parcels, private or public roadways, easements and lot sizes. All boundary lines shall be referenced with proper bearings and distances;
- D. Approval certificate for the plat administrator as follows:

Boundary Line Adjustment No. _____ is hereby approved by and for the City of Bridgeport, Douglas County, Washington.

Signature

Date

Title

E. Each map to be filed with the Douglas County auditor representing an approved boundary line adjustment shall contain the following statements:

- 1. The parcel resulting from the boundary line adjustment may not be sold or conveyed separately from the parcel to which it has been added without prior approval of the city,
- 2. The boundaries of the parcels resulting from the boundary line adjustment may not be further adjusted without additional review by the city;
- F. Other information as deemed necessary to clarify or complete the application.

16.24.030 Boundary line adjustment review.

- A. In reviewing any boundary line adjustment, the plat administrator shall determine that:
 - 1. The boundary line adjustment does not create any additional lot, tract, parcel, site or division. Any change in the number of lots shall be accomplished as a subdivision or short subdivision;
 - 2. The boundary line adjustment does not create any lot, tract, parcel, site or division which contains insufficient area and dimension to meet minimum requirements for width and area for a building site in accordance with the requirements of the zoning ordinance codified in Title 17 of this code;

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3. The boundary line adjustment results in conformance with setback and density limitations in accordance with the requirements Title 17, BMC;

4. The boundary line adjustment will not result in any easement in conflict with the lots;

5. The boundary line adjustment does not include any public dedications of right-of-way or in any easement which is in conflict with existing easements or dedications;

6. Boundary line adjustments shall not be subject to any minimum improvements.

B. If the plat administrator finds that any of the above conditions are not met during the boundary line adjustment review, he/she shall deny the boundary line adjustment application and inform the applicant of the applicable review process.

16.24.040 Waiver of survey requirement.

The plat administrator may waive the requirement for a survey when he/she finds that there is adequate proof that at least two of the parcel's boundaries have been sufficiently surveyed in a previous survey and that at least one corner of the parcel can be established.

16.24.050 Certification and filing.

Within fifteen days of the acceptance of the boundary line adjustment application, the plat administrator will either forward an approved boundary line adjustment to the Douglas County auditor for recording or return the application to the applicant for further information. The signature of approval by the city for recording of the boundary line adjustment. The applicant shall assume any costs required by the recording of the approved boundary line adjustment.