



**BOUNDARY LINE ADJUSTMENT  
CHECKLIST**

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OFFICE USE ONLY

PERMIT NUMBER

## SUBMITTAL CHECKLIST

### A. BOUNDARY LINE ADJUSTMENT (18.220.010)

(1) A boundary line adjustment (BLA) is 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 for a building site. Boundary line adjustments may not be concurrently reviewed with another land division if the proposed adjustment might affect the perimeter of the other land division.

(2) Boundary line adjustments recorded through the county assessor's office do not ensure such adjustments meet current zoning requirements. BLA applications approved through the La Center planning department ensure compliance with current zoning requirements, and are reviewed and approved through a Type I process, pursuant to LCMC [18.30.080](#).

#### Approval Criteria

- (a) No additional lots could be created that do not meet current zoning of the property.
- (b) Lots must meet current size requirements including minimum width and depth requirements.
- (c) Lots must be buildable.

### B. APPLICATION REQUIREMENTS FOR ALL REVIEWS:

- 1. MASTER APPLICATION FORM:** Provide one (1) copy of the completed Master Land Use Application form with original signature(s) including the Reimbursement Form: The name, mailing address, and telephone number of the owner(s), engineer, surveyor, planner, and/or attorney and the person with whom official contact should be made regarding the application.
- 2. REIMBURSEMENT AGREEMENT:** Submit a completed Agreement to Pay Professional, Project Review, Inspection and

Related Expenses form.

- 3. CHECKLIST:** Provide one (1) copy of this completed submittal checklist.
- 3. FEES:** Provide the appropriate fee.
- 4. SALES HISTORY:** Sales or transfer deed history dating back to 1969;
- 5. PRIOR APPROVALS:** Prior city/county short plat, subdivision, lot determination or other written approvals, if any, in which the parcel was formally created or determined to be a lot of record

Prior segregation request, if any

Prior recorded survey, if any

- 6. EXISTING CONDITIONS SITE PLAN:** A site plan showing current conditions, including
  - (i) The applicant's and contact person's name, mailing address and phone number;
  - (ii) Owner's name and address;
  - (iii) Layout and dimensions of parcels drawn to scale (minimum eight and one-half by 11 inches);
  - (iv) North arrow (oriented to the top, left or right of page), scale and date;
  - (v) Area of existing sites in acres or square feet;
  - (vi) Location of all existing buildings/structures, septic tanks and drainfields, wells and on-site utilities, and their distance in feet from all property lines;
  - (vii) Public and private roads and their dimensions and location; and
  - (viii) Private road and utility easements and their dimensions and location

- 7. PROPOSED SITE PLAN:** A site plan, drawn to scale, showing proposed conditions, including:
  - (i) Layout and dimensions of adjusted parcels drawn to scale (minimum eight and one-half by 11 inches);
  - (ii) North arrow (oriented to the top, left or right of page), scale and date;
  - (iii) Area of adjusted sites in acres or square feet;
  - (iv) Location of all existing buildings/structures, septic tanks and drainfields, wells and on-site utilities, and their distance in feet from all property lines;
  - (v) Public and private roads and their dimensions and location; and

(vi) Private road and utility easements and their dimensions and location.

**APPLICATION FEES:**

Boundary Line Adjustment \$425.00 + \$75 per lot

Cost recovery (requires a reimbursement agreement); actual cost of staff, consultants, and/or hearing examiner plus 10%. This fee is applicable as part of a land use action or development review (i.e.: traffic study, preliminary/final plat review)

*By affixing my signature hereto, I certify under penalty of perjury that the information furnished herein is true and correct to the best of my knowledge. I have owner(s) permission to submit this application. I agree to hold harmless the City of La Center as to any claim (including costs, expenses and attorney's fees incurred in the investigation of such claim) which may be made by any person, including myself, and filed against the City of La Center, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as a part of this application. I understand and acknowledge that the City of LaCenter may charge me additional costs such as consulting fees, administrative costs and actual costs directly associated with processing this land use application.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Applicant's Name