



# Boundary Line Adjustment

---

**Applicant Information:** (this is where the approval certificate will be mailed)

Name:

Address:

City/State/ZIP:

Phone Number:

**Parcel Numbers:** (included all parcels involved in this adjustment)

**Legal Description of each parcel BEFORE adjustment:** (attach additional sheet if necessary)

**Legal Description of each parcel AFTER adjustment:** (attach additional sheet if necessary):

**Current address of each parcel:**

**Present use of each parcel:** (vacant, house, commercial building, etc.) \*If not vacant, see survey requirements

**Signature of owner:** (all owners of properties involved need to sign or provide an authorization letter for a designated representative to sign on their behalf)

**City Treasurer:** (1st floor)

**Building Department:** (3rd floor)

**Engineering Services:** (3rd floor)

**Developer Services:** (3<sup>rd</sup> floor)

**Re:** (Address)

**Signatures of the above mentioned City departments must be obtained before application packet can be submitted to the Planning Services Department.**



### Who may file an application?

An application for a Boundary Line Adjustment may be filed by a legal owner of the land affected by the adjustment or by their designated representative. If an agent is applying for an owner, a written authorization is required, signed by the owner, for the agent to be able to sign the application. Any person can physically submit the application as long as all required signatures have been obtained.

### What do I include with my application?

1. B.L.A. application, completely filled out, including all required signatures at bottom of application (if more room is needed for legal descriptions, please attach additional sheets as necessary)
2. Proof of ownership (tax statement, deed, Assessor print out, etc.)
3. Copy of an Assessor's map of the property to illustrate the property location and size
4. An accurate drawing of the subject property including property dimensions and existing structures clearly showing the proposed Boundary Line Adjustment
5. A survey, if deemed necessary by the Director of Planning Services.
6. Application fee

### How much is the application fee?

The filing fee is \$350.00 payable to the City of Spokane upon submission of the application and is non-refundable. Payment can be made by cash, check or credit card.

### What are the approval criteria?

A Boundary Line Adjustment will be approved if it is decided that:

1. You are not attempting to create more parcels than there are underlying platted lots
2. Your new parcels will not violate the minimum lot size or building setbacks of the zone, or violate other City department codes

### Will I need a survey of my property?

If you are proposing to decrease the distance between a property line and any structure on the site, it is required that a recorded survey of the property be done to prove that no illegal building setbacks will result from the Boundary Line Adjustment. The survey must be done by a surveyor licensed by the State of Washington and must be recorded at the County Auditor's office at the courthouse. A copy of the recorded survey must be submitted with the application for Boundary Line Adjustment. A survey can be waived with the approval of the Director of Planning Services and/or Planning staff.

### What if I need to make a change for one of the parcels on my application?

Please make sure you have accurate legal descriptions for your proposed parcels. Changes to a processed application will require submittal of additional application fees and will be processed as a new application. If you are unfamiliar with legal descriptions, and how to write them, have a title company or other professional help you.

### How long will this process take?

The typical processing time for a Boundary Line Adjustment is one to two weeks. Upon receipt of the approval letter, the applicant must record the B.L.A. certificate of approval with the Spokane County Auditor, file a segregation application with the County Assessor, and then return a copy of the Assessor confirmation to City Planning Services. New parcel numbers will be assigned when the Assessor completes their own processing.

For more information contact:

Planning Services Department  
3rd Floor, City Hall, 808 W. Spokane Falls Blvd.  
Spokane, Washington 99201  
(509) 625-6300

[www.spokaneplanning.org](http://www.spokaneplanning.org)