



COMMUNITY DEVELOPMENT DEPARTMENT
PO Box 293, 525 N 3rd Ave, Pasco, WA 99301
P: 509.545.3441 / F: 509.545.3499

Fee: \$100

CITY OF PASCO BOUNDARY LINE ADJUSTMENT APPLICATION

PURPOSE: The purpose of a boundary line adjustment is to provide an administrative method of modifying the boundary lines between two (2) or more lots of record. The intent of a lot line adjustment is to address existing problems pertaining to building encroachment, irregular shaped lots, non-conforming lot sizes or to modify lot lines to promote orderly and efficient community growth. (Ord. 3398 Sec.2, 1999.)

REQUIREMENTS:

1. Fee of **\$100** (\$50 application fee + \$50 radius notification fee)
2. Six (6) copies of the proposed adjustment, drawn to scale and accurately dimensioned, clearly showing the following information:
 - a. The proposed lot lines for all affected lots, indicated by heavy solid lines;
 - b. The existing lot lines proposed to be changed, indicated by heavy broken lines;
 - c. The location of all structures existing upon the affected lots;
 - d. The location and dimensions of any drain field, wellhead protection area, easement or right-of-way existing within or adjacent to any affected lot;
 - e. The area and dimensions of each lot following the proposed adjustment;
 - f. Parcel numbers for all affected lots;
 - g. Legal description of the existing lots and a legal description of the area involved in the boundary line adjustment;
 - h. The existing and if applicable, proposed future method of sewage disposal for each affected lot. Where any lot affected by a proposed lot line adjustment is served or is likely to be served in the future by an on-site sewage disposal system, a percolation test for each such lot may be required by the City Engineer when the City Engineer finds that the proposed adjustment could adversely affect the ability of such lot to be adequately served by such on-site system.

PROCESS: An application for a lot line adjustment shall be approved, approved with conditions, returned to the applicant for modifications or denied within fifteen (15) days of its receipt by the City Planner.

Upon receiving a complete application for short plat approval, the City Planner shall transmit a copy of the boundary line adjustment, together with copies of any accompanying documents as the City Planner deems appropriate, to the following:

1. City Engineer
2. Fire Chief

3. All property owners within 300 feet of the proposed boundary line adjustment;
4. Any other City department, utility provider, school district or other public or private entity as the City Planner deems appropriate

In transmitting the proposed boundary line adjustment to the parties referenced above, the City Planner shall solicit their comments and recommendations. Any comments received within the 10 day notice period shall be incorporated into the formal findings which will form the basis of the City Planner’s decision on the boundary line adjustment.

If the City Planner determines that the foregoing requirements are met, he/she shall approve the boundary line adjustment and shall transmit the approval letter to the surveyor and the Assessor’s Office.

ZONING INFO: Lot restrictions based on zoning districts:

Zone	Minimum lot size (sq. ft.)	Minimum street frontage (ft.)
RS-20	20,000	90
RS-12	12,000	90
RS-1	10,000	90
R-1	7,200	60*
R-2	6,000	60*
R-3	5,500	60*
R-4	5,000	60*

* If lot size is 10,000 sq. ft. or more, a minimum frontage of 90 ft. is required



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Master File # _____

Date Submitted: _____

Applicant Info	Owner Info (if different than applicant)
Name:	Name:
Address:	Address:
Phone:	Phone:
Email:	Email:

Project Address: _____

Project Parcel Number: _____

Current Zoning: _____

Source of domestic water: _____

Method of sewage disposal: _____

NOTE: Provide a variance report giving a list and mailing address of owners of all property within 300 feet of the applicant's property, as shown by a local title company OR payment of **\$50.00** which shall be utilized by the City to obtain a current list of property owners of all properties within 300 feet of the applicant's property.

(Please see next page)

Fee for Boundary Line Adjustment	-	\$ 50.00
Radius Notification	-	<u>\$ 50.00</u>
		\$100.00

Boundary Line
Adjustment survey

Fee of \$100

Applicant Signature

Date

Owner Signature

Date