



Town of Concrete

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BOUNDARY LINE ADJUSTMENT APPLICATION

Purpose: A boundary line adjustment:

- is a legal method of moving a property line;
- may be used to accompany a minor transfer of land between adjacent legally created lots in order to correct property line or setback encroachments, create better lot design, or improve access, without creating substandard lots or substandard yard or setback areas; and
- may be used to eliminate boundary lines between lots under the same ownership.

Complete Application Required: The Town will not accept an application that does not have all of the required items listed below. To accept your application, each of the numbered items below must be submitted at the same time. However, if you have received a prior written waiver of a submittal item(s), please provide the signed waiver form in lieu of any submittal item not provided.

1. **Fees.** \$_____
2. **Master Land Use Permit Application.** Completed and signed
3. **Assessor Map.** Please identify parcels
4. **Legal Descriptions.** A BEFORE and AFTER legal description and a legal description of what is being conveyed.
5. **Boundary Line Adjustment Maps.** One showing Lot Configuration Before BLA and One showing lot configuration after BLA
6. **Title Report.** Please submit a current title report showing all persons having an ownership interest, legal description and listing all encumbrances affecting said site for each parcel
7. **Deed or other Conveyance Document.** With signatures of all persons having an ownership interest (or an authorized representative of the contract holder) in the parcel conforming to the State of Washington Auditor's standards for recording documents, (3" top margin, and 1" left, right and bottom margins). The following language must be included in the deed, contract or agreement:

"The above described property will be combined or aggregated with contiguous property owned by the purchaser: This boundary adjustment is not for the purpose of creating an additional building lot."

This Boundary Line Adjustment is approved by the Town Planner of the Town of Concrete, on this _____ day of _____ 201__.

Town Planner.

GENERAL PROCESS: Once all of the materials outlined above have been submitted to the Town, staff will determine whether or not an application is technically complete. A letter will be sent to the applicant if the submittal is found to be technically incomplete and what additional items need to be submitted, or what corrections are needed to make the application complete.

A BLA is processed administratively; meaning, the application will be reviewed, and either approved or disapproved by the Town Planner.

After a BLA is approved, the Town Planner will sign the conveyance documents (typically the deeds). The applicant is then responsible for having the deed(s) recorded with the Skagit County Auditor. Following the recording of these documents, copies must be brought back to the Town. The approval will not be deemed final until the applicant has met these requirements.