



ADAMS COUNTY PLANNING DEPARTMENT

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LOT CONSOLIDATION AND BOUNDARY LINE ADJUSTMENT PACKET

A Lot Consolidation (**LC**) or Boundary Line Adjustment (**BLA**) is the administrative process for adjusting property lines between legally created lots. This process cannot create a lot or reduce the size of a lot so that it contains insufficient area and dimensions to meet minimum zoning or Adams County Health Department requirements. If you wish to propose a LC or BLA, you are encouraged to check with the Adams County Building and Planning Department (**ACBP**) about zoning standards, access and other LC or BLA requirements.

A **Lot Consolidation** is the process of taking two or more pieces of property and merging them into one single lot and into one parcel number. A **Boundary Line Adjustment** is the process of moving a property line(s) to change the size of these affected properties, but keeping the same parcel numbers.

The LC or BLA is submitted using the **Adams County General Land Development Application** form. All owners of the lot(s) must have original signatures on the application form. Additional sheets of individual signatures, as necessary, may be attached. If you are doing a **LC**, you may not need a record of survey, based on the direction given by the Building and Planning Director. For **BLA**'s, if the property is unplatted, a record of survey, developed by a Washington State licensed surveyor, showing the new lot configuration, must also be submitted with the application. Please note that all documents to be recorded must meet the Adams County Auditor's Office recording requirements. If the property has been platted, the original surveyor's documents must be submitted with the application. Both the LC and BLAs will be required to provide a new legal description and new deed(s). It is recommended that you use a surveyor or an attorney that has experience in writing legal descriptions.

Once the completed application has been submitted and the application fees have been paid, the ACBP will route your application to applicable agencies for review. Those agencies include the Adams County Health Department, Adams County Public Works, Adams County Treasurer's Office, Adams County Assessor's Office and County Fire Marshal. These agencies have 20 days to respond to this request.

The application is reviewed based upon the criteria established in the Adams County Code – Title 17 as well as the codes specific to each agency. If the application is determined to be incomplete, the ACBP will notify the applicant in writing. **One** of the following decisions will be made within 30-45 days of the submittal of a complete application to: 1) approve the application; 2) approve the application with conditions; 3) return the application to the applicant for modifications; or 4) denial

of the application. The appeal period is 10 days from the date of the decision. The applicant may wish to delay recording of the LC or BLA until this appeal period has expired.

Once the LC or BLA is approved, the following must take place:

1. The Survey must be recorded within 30 days of the Planning Director's approval to be finalized and take effect. After recording the documents in the Adams County Auditor's Office, the auditor will keep the original recorded documents.
2. The new deed shall be submitted to the Assessor's office within 30 days of recording, or the application will become null and void.
3. All of the owners of the affected properties shall sign the request form located with the County Assessor's Office. The applicant can contact the Assessor's office to learn about the request form and about the applicable property taxes that are required to be paid to finalize the process.
4. If the application involves more than one property owner, conveyance documents must be recorded. For preparation of the conveyance documents, consultation with a title company or attorney is advised. Also, Washington State law requires that a "Real Estate Excise Tax Affidavit" be completed and processed by the Adams County Treasurer's Office prior to recording of the conveyance documents. Questions about this form should be addressed to the Treasurer's Office at 509-659-3227.

BOUNDARY LINE ADJUSTMENT CHECKLIST:

- Completed General Land Development Application – must include signatures of all parties with ownership interest. Incomplete applications will not be accepted.
- Site Plan Map:
 - **For Platted BLA's** – A copy of the original short plat or subdivision map, identifying the lots to be considered for a BLA must be included.
 - **For Unplatted BLA's** – Existing and proposed legal descriptions prepared by a Washington State Licensed Land Surveyor, a site plan (drawn to scale) and an electronic copy (PDF) of the site plan are required with the application submission.
- The Boundary Line Adjustment Fee – See Adams County Fee Schedule for Required Amount.

LOT CONSOLIDATION CHECKLIST:

- Completed General Land Development Application – must include signatures of all parties with ownership interest. Incomplete applications will not be accepted.
- Site Plan Map:
 - A site plan is required showing the lots you are requesting being consolidated, along with the applicable parcel number, lot sizes, surrounding roads and any easements that may be on the properties.
- Lot Consolidation Fee – See Adams County Fee Schedule for Required Amount