

119 West First Street Cle
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Stamp & initial

BOUNDARY LINE ADJUSTMENT

“Boundary line adjustment” is the modification of the size or alignment of adjacent parcels by the relocation of a shared boundary line(s) recognized by the city where no additional parcels are created. A boundary line adjustment also includes an extinguishing of an existing parcel that results in a merger of multiple parcels into a single parcel. See [CEMC 16.40](#) for all provisions. Boundary line adjustments are subject to Type I application review processes set forth in CEMC 17.100. See [CEMC 16.40](#) for more information.

OFFICAL USE ONLY	
File #:	
Staff Person:	
Fee Total:	
Associated Permit File #:	

Applicant	
Name:	
Mailing Address:	
Email:	Phone Number:
Contact Person	Same as applicant <input type="checkbox"/>
Name:	
Mailing Address:	
Email:	Phone Number:
Property Owner #1	Same as applicant <input type="checkbox"/>
Name:	Parcel Number:
Mailing Address:	
Email:	Phone Number:
Property Owner #2	Same as property owner #1 <input type="checkbox"/>
Name:	Parcel Number:
Mailing Address:	
Email:	Phone Number:

Boundary Line Adjustment Application Requirements	
1.	Written authorization from all property owners;
2.	Kittitas County's Assessors tax identification number for the parcels;
3.	The existing and proposed legal descriptions for the parcels, prepared by a licensed professional engineer or professional land surveyor;
4.	The existing and proposed acreage of the parcels involved:
5.	A copy of the assessor's quarter section map clearly identifying the parcels subject to the application;
6.	A survey or graphic representation of the proposed adjustment. A survey may be required at the discretion of the director if the proposed adjustment is complex;
7.	A site plan should include the following:
	Drawn in ink on a sheet of eighteen (18) by twenty-four paper;
	Scale, north arrow, date;
	The dimensions of the current and proposed parcels;
	The current boundary line drawn with a dashed line and the proposed boundary line; drawn with a solid line;
	All sub parcels labeled (A,B,C or 1,2,3 etc.);
	All buildings and their distances from current and proposed parcel boundaries
9.	A fee that is stated in the City of Cle Elum's fee schedule
Boundary Line Adjustment Decision Criteria:	
Boundary line adjustments shall be approved if the subject parcels are existing legal lots of record and the proposed adjustment is consistent with the minimum lot size requirements of the zoning ordinance. Existing nonconforming lots may be adjusted if the degree of nonconformity is not increased by the adjustment. Boundary line adjustment may not cause the violation of any ordinance standards such as setbacks, maximum lot coverage or density.	
Authorization	
I _____ (print name) Hereby analogue that I have filled out this form truthfully and to the best of my knowledge. I hereby submit this application for a boundary line adjustment.	
I further affirm that I am the owner of record of the area proposed for the above-identified land use action or, if not the owner, attached here within is written permission from the owner(s) authorizing my actions on his/her/their behalf	
Property Owner 1 Signature:	Date:
Property Owner 2 Signature	Date

Filing of Documents: The Exemption, if approved, does not in itself accomplish a change in the property's delineation. You are responsible for filing the City approval with the County Assessor's Office and filing the appropriate legal instruments (deed or other instrument) with the County Auditor's Office to record the property transfer.