



## BOUNDARY LINE ADJUSTMENT (BLA) APPLICATION

Liberty Lake Community Development Department

22710 E Country Vista Drive, Liberty Lake, WA 99019

Phone: (509) 755-6704

Website: [www.libertylakewa.gov](http://www.libertylakewa.gov)

Email: [permitcenter@libertylakewa.gov](mailto:permitcenter@libertylakewa.gov)

### **Boundary Line Adjustment (BLA) Application Packet Submittal Requirements:**

- Boundary Line Adjustment (BLA) Application & Fee
- Boundary Line Adjustment cover sheet (typed with 3" top & 1" side margins to match supplied cover sheet below or use online BLA cover sheet)
- Completed BLA form - 1 per parcel (maintain 1" margins on all sides)
- Completed Spokane County Assessor Segregation / Aggregation Form
- Completed Spokane County Auditor Alteration of Property Line Certificate of Payment
- Document that shows proof of ownership (property deed, tax parcel record, etc.)
- 8½" x 11" / 8½" x 14" survey map(s) - show parcels before & after the BLA with:
  - 1" margins on all sides & stamped by a licensed land surveyor;
  - Existing and proposed lot lines and dimensions;
  - Footprints and dimensions of existing structures;
  - Location and dimensions of driveways and public / private streets within or abutting the subject lots;
  - Location of significant vegetation (see City Development Code Article 10-3C);
  - Existing fences and walls;
  - Other info deemed necessary by the director to ensure compliance w/ city codes.
- Legal descriptions for "before" the BLA with assessor parcel number (must be on 8½" x 11" sheet with 1" margins on all sides)
- Legal descriptions for "after" the BLA (must be on 8½" x 11" sheet with 1" margins on all sides & be stamped by a licensed surveyor)

**Please submit BLA Application Packet electronically to [Permitcenter@libertylakewa.gov](mailto:Permitcenter@libertylakewa.gov).**

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### **Recording Lot Line Adjustments.**

1. Recording. Upon the City's approval of the proposed boundary line adjustment, the applicant shall record the lot line adjustment with Spokane County within sixty (60) days of approval (or the decision expires) and submit copies of the recorded documents to the City, along with the completed and approved segregation / aggregation form signed by the Spokane County Assessor.
2. Time limit. The applicant shall submit copies of the recorded boundary line adjustment documents to the City within 15 days of recording and prior to the issuance of any building permits on the re-configured lots.

**City of Liberty Lake Boundary Line Adjustment Form - 1 Per Parcel**

Parcel #:	
<b>Applicant Name:</b>	
Email:	Phone:
Address:	City, State, Zip:
<b>Owner #1 Name:</b>	
Email:	Phone:
Address:	City, State, Zip:
<b>Owner #2 Name:</b>	
Email:	Phone:
Address:	City, State, Zip:
<b>Grantor(s):</b>	
<b>Grantee(s):</b>	
Please list the updated amount of total impervious surface in sq. ft. (building footprint, pavement, driveways, sidewalks, etc.) for each adjusted parcel within this BLA:	

Site Specific Information			
Site Address or Frontage Street Name:			
Quarter:	Section:	Township:	Range:
Lot:	Block:	Plat:	
Present Use of Property (vacant, residential, commercial, etc.):			
Existing Property Size:	New Property Size:	Current Zoning:	

Signing this application is acknowledgement of agreeing to the City's latest approved Fee Schedule. Invoices will be sent 30 days, 60 days, and 90 days after the permit is ready for issuance, unless otherwise stated. Any balance on the account for this project that is not paid within 90 days of the invoice date may result in legal action or the initiation of other collection procedures. Land Use permits, Infrastructure permits, and other Zoning, Land Use & Subdivision applications will require the associated fees to be paid up front.

Required Signatures
By signing below (with either electronic or physical signature), I acknowledge that as the applicant I am the property owner or have full permission and authority to represent the property owner in this project. Additionally, I certify that my signature included on the application, if done electronically, provides the same understanding and authority as if I had signed the application in person or in writing. I acknowledge, understand, and agree to the requirements and terms described in this application.

Applicant's Signature	Printed Name	Date
The below signed property owners certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we are all of the legal owners of the property described above and designate the above listed Applicant to act as our agent with respect to this application.		

Property Owner's Signature	Printed Name	Date
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City of Liberty Lake  
Community Development Department  
Attn: Lisa Key  
22710 E. Country Vista Drive  
Liberty Lake, WA 99019

**CITY OF LIBERTY LAKE BOUNDARY LINE ADJUSTMENT COVER SHEET**

ALL PARCEL #'S INVOLVED IN BLA:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GRANTOR(S): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

GRANTEE(S): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

SITE ADDRESS OR FRONTAGE STREET NAME: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**ABBREVIATED LEGAL DESCRIPTION**

QUARTER: \_\_\_\_\_ SECTION: \_\_\_\_\_ TOWNSHIP: \_\_\_\_\_ RANGE: \_\_\_\_\_

SEE ATTACHED NEW LEGAL DESCRIPTION(S)

\_\_\_\_\_  
\_\_\_\_\_

**(COMMUNITY DEVELOPMENT DEPARTMENT OFFICE USE ONLY)**

NUMBER OF EXISTING PARCELS: \_\_\_\_\_ NUMBER OF NEW PARCELS: \_\_\_\_\_

BLA APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

CONDITIONS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

CITY FILE NUMBER: \_\_\_\_\_ PAGE: \_\_\_\_\_ OF \_\_\_\_\_