



170 S. Oak – 99114

Office of Building and Planning  
(509)684-5096 (509)684-5097  
Fax (509)684-5030 www.colville.wa.us

### APPLICATION FOR BOUNDARY LINE ADJUSTMENT

A pre application meeting will be required prior to submitting this application. Please contact the Building and Planning Office to schedule an appointment at 509-684-5096 or by emailing [sgilmore@colville.wa.us](mailto:sgilmore@colville.wa.us).

#### Parcel A (Grantor)

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_  
City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Property Address: \_\_\_\_\_ Tax Parcel: \_\_\_\_\_ Zone: \_\_\_\_\_  
Current Abbreviated Legal Description: \_\_\_\_\_

PRESENT LOT (sq.ft.) Area: \_\_\_\_\_ Width: \_\_\_\_\_ Depth: \_\_\_\_\_  
PROPOSED LOT (sq.ft.) Area: \_\_\_\_\_ Width: \_\_\_\_\_ Depth: \_\_\_\_\_

#### Parcel B (Grantee)

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_  
City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Property Address: \_\_\_\_\_ Tax Parcel: \_\_\_\_\_ Zone: \_\_\_\_\_  
Current Abbreviated Legal Description: \_\_\_\_\_

PRESENT LOT Area (sq. ft.): \_\_\_\_\_ Width: \_\_\_\_\_ Depth: \_\_\_\_\_  
PROPOSED LOT Area (sq. ft.): \_\_\_\_\_ Width: \_\_\_\_\_ Depth: \_\_\_\_\_

**Note: All persons holding a financial interest in the properties involved must be listed. Attach separate page if more persons or more than two parcels are involved.**

Applicant Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Relationship to property: \_\_\_\_\_

#### APPLICANT MUST INCLUDE WITH APPLICATION:

- Notarized Signature/Agreement for all parties included
- Application fee of \$125
- Five (5) copies of a scale drawing showing existing boundary line (use **DASHED** line) and new boundary line (use **SOLID** line) and must include the following:
  - North arrow
  - Scale
  - Roads and Access
  - Date of Survey
  - Location of all existing structures, improvements
  - Legal descriptions of parcels involved
  - Area (sq. ft.), Width and Depth of proposed parcels
  - Easements (if any)
- Current Title Report(s)

*The foregoing statements, answers, and information are complete and accurate to the best of my knowledge and belief.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**ACKNOWLEDGMENT AND AGREEMENT AND  
STATEMENT OF CONSENT AND WAIVER OF CLAIMS**

The owners of property described herein do acknowledge and hereby agree that: (1) the resulting boundary line adjustment will not create additional parcels of land nor will the resulting parcels be inconsistent with development regulations in the Colville Municipal Code; and (2) the boundary line adjustment does not remove or impinge upon any easements, covenants, restrictions or encumbrances affecting any of the subject parcels.

I, (We) the owner(s) of all the property described herein do hereby acknowledge and agree to hold City of Colville harmless in any cause of action arising out of the boundary line adjustment or recordation of same. Furthermore I, (We) the owner(s) of all the property involved in this boundary adjustment, hereby consent to the adjustment of property lines as proposed in this application.

**IN WITNESS WHEREOF**, we have set our signature(s).

**Property A**

**Property B**

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
OWNER

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

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**CERTIFICATE OF ACKNOWLEDGEMENT**

State of \_\_\_\_\_ }

ss.

County of \_\_\_\_\_ }

On this day personally appeared before me \_\_\_\_\_ to me known to be the individual, or individuals described in and who executed the within and foregoing instrument, and acknowledged to me that he/she/they signed the same as his/her/their free and voluntary act and deed, for the uses and purposes therein mentioned. Given under my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

NOTARY PUBLIC in and for the State of Washington, residing at \_\_\_\_\_.

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**CERTIFICATE OF ACKNOWLEDGEMENT**

State of \_\_\_\_\_ }

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County of \_\_\_\_\_ }

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NOTARY PUBLIC in and for the State of Washington, residing at \_\_\_\_\_.

## **REVIEW AND APPROVAL PROCESS**

1. Applicant makes an intake appointment for the application with the City Planner by calling the Building and Planning Department at 509-684-5096 or by email at [sgilmore@colville.wa.us](mailto:sgilmore@colville.wa.us)
2. The Planning Department, upon receiving a Boundary Line Adjustment application and the appropriate application fee, will first review the proposal for completeness and compliance with existing zoning and subdivision regulations, and any possible covenants on the site.
3. The application will be routed to City Departments that will have an interest in the proposal and then further reviewed before the Technical Review Committee.
4. Based upon any city review comments, the Planning Department may ask for more information, ask that corrections be made to the application, and/or approve the application with or without conditions.
5. Once approval is administered the applicant is responsible to provide the Planning Department with the appropriate Stevens County recording fee as well as three (3) copies of an 18" X 24" final plat map to be recorded with Stevens County that includes:
  - Surveyor's Certificate
  - Approval certificate for the Plat Administrator
  - North Arrow
  - Scale
  - Roads and Access
  - Location of all existing structures and improvements
  - Legal descriptions of new proposed parcels
  - Area (sq. ft.), Width, and Depth of proposed parcels
  - Date of survey
  - Easements (if any)
  - Contains the following statements:
    - i. The parcel resulting from the boundary line adjustment may not be sold or conveyed separately from the parcel to which it has been added without prior approval of the city.
    - ii. The boundaries of the parcels resulting from the boundary line adjustment may not be further adjusted without additional review by the city.