



**BOUNDARY LINE ADJUSTMENT/  
ELIMINATION CHECKLIST & APPLICATION  
SVMC 20.80**

10210 E Sprague Avenue ♦ Spokane Valley WA 99206  
Phone: (509) 720-5240 ♦ Fax: (509) 720-5075 ♦ [planning@spokanevalleywa.gov](mailto:planning@spokanevalleywa.gov)

**PART I – REQUIRED MATERIAL**

**\*\*THE PLANNING DIVISION WILL NOT ACCEPT YOUR APPLICATION IF THE REQUIRED MATERIALS ARE NOT PROVIDED\*\***

- ☐ **Completed Application Form**
- ☐ **Application Fee**  
***NOTE:** The City will notify you of recording fees. The applicant is responsible for all recording fees in addition to the application fee.*
- ☐ **Legal Descriptions:** Submit, when a survey is not required, legal description(s) for proposed parcel(s) on an 8 ½ x 11 sheets of paper with **one (1) inch margins on all sides**.
- ☐ **Existing Conditions Site Plan:** Submit one (1) 8 ½ x 11 sheet with **one (1) inch margins on all sides** showing the following information:
  1. The existing dimensions and square footage of the existing property/properties involved.
  2. The location and setbacks of any permanent improvements (i.e., structures, septic systems, etc.) from any propertylines.
  3. The identification, location and dimension of all access and utility easements.
  4. The location, dimensions and names of public and/or private streets abutting the property(s).
  5. North arrow and scale shall be noted.
- ☐ **Proposed Site Plan:**
  - A. Site Plan for an elimination:** Submit one (1) 8 ½ x 11 sheet with **one (1) inch margins on all sides** showing the following information:
    1. The location and setbacks of any permanent improvements (i.e., structures, septic systems, etc.) after the proposed boundary line elimination from the new property lines.
    2. The identification, location and dimension of any access or utility easements after the proposed boundary line elimination.
    3. The location, dimensions, and names of public and/or private streets abutting the property(s) after the proposed boundary line elimination.
    4. Indicate the existing property line(s) to be revised with a dashed line and the proposed property line(s) with a solid line if applicable.
    5. North arrow and scale shall be noted.
  - B. Site Plan for boundary line adjustments:** A record of survey of the property may be required by the Community Development Director. The need for a survey will be determined based on an evaluation of the number of parcels, legal descriptions, appurtenances, disputed or apparent lines of ownership, and setbacks. If required, the survey must be completed by a professional land surveyor licensed in the state of Washington who must affix his/her professional seal and signature to the survey.



## BOUNDARY LINE ADJUSTMENT/ELIMINATION CHECKLIST & APPLICATION

Submit three (3) 18 x 24-inch paper copies and one (1) reduced (8 ½ x 11 inch) of the record of survey indicating the proposed boundary line adjustment along with the following:

1. The proposed new dimensions and square footage of the properties involved.
2. The location and setbacks of any improvements (any structures, septic system, etc.) after the proposed boundary line adjustment from the new property lines.
3. The location and dimension of any access or utility easements after the proposed boundary line adjustment.
4. The location, dimensions, and names of public and/or private streets abutting the property(s) after the proposed boundary line adjustment.
5. Indicate old property line with a dashed line and the new property line with a solid line.

- ☐ **One (1) copy each of all involved property owners' recorded deeds, verifying current ownership.**

***NOTE:** Prior to recording of boundary line adjustment (Record of Survey) between two or more property owners a recorded deed will need to be submitted showing transfer of ownership. It is the applicant's responsibility to complete this task and pay any associated taxes or fees that may result from the property transfer.*

- ☐ **If available, submit a copy of an original plat for lot(s) involved**

- ☐ **Other Exhibits or Documents:**

**Please Note – Prior to recording, Spokane County Assessor's Office requires all taxes for the current year to be paid in full. For more information on your taxes, please contact the Spokane County Treasurer's Office at 509-477-4713.**

**STAFF USE ONLY**



BOUNDARY LINE ADJUSTMENT/ELIMINATION  
CHECKLIST & APPLICATION

Date Submitted: _____	Received by: _____	Fee: _____
PLUS #: _____ File #: _____		

## PART II – APPLICATION INFORMATION

☐ Boundary Line Adjustment; or ☐ Boundary Line Elimination

APPLICANT NAME:			
MAILING ADDRESS:			
CITY:		STATE:	ZIP:
PHONE:	FAX:	CELL:	EMAIL:

PROPERTY OWNER 1:			
MAILING ADDRESS:			
CITY:		STATE:	ZIP:
PHONE:	FAX:	CELL:	EMAIL:

PROPERTY OWNER 2:			
MAILING ADDRESS:			
CITY:		STATE:	ZIP:
PHONE:	FAX:	CELL:	EMAIL:

SITE ADDRESS:	
TAX PARCEL #:	
ZONING DESIGNATION:	
SERVED BY SEPTIC? <input type="checkbox"/> YES (Must show drainfield on site plan/survey) <input type="checkbox"/> NO	



BOUNDARY LINE ADJUSTMENT/ELIMINATION  
CHECKLIST & APPLICATION

Size (Square Footage) of Lots: (If more lots, provide information on a separate sheet of paper)

Lot(s)	Current Lot size	Proposed Lot size	Lot(s)	Current Lot size	Proposed Lot size
1			4		
2			5		
3			6		

GENERAL PHYSICAL DESCRIPTION OF PROPERTY(S) INCLUDING CURRENT USES: \_\_\_\_\_

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

**PART III – AUTHORIZATION**

(Signature of legal owner or applicant)

I, \_\_\_\_\_, (print name) swear or affirm that the above responses are made truthfully and to the best of my knowledge.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**NOTARY**  
(For Part II above)

**STATE OF WASHINGTON)**

**COUNTY OF SPOKANE )**  
ss:

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

NOTARY SEAL

\_\_\_\_\_  
**NOTARY SIGNATURE**

Notary Public in and for the State of Washington

Residing at: \_\_\_\_\_

My appointment expires: \_\_\_\_\_



**BOUNDARY LINE ADJUSTMENT/ELIMINATION  
CHECKLIST & APPLICATION**

**LEGAL OWNER AUTHORIZATION (property owner 1):**

If the applicant is not the legal owner(s), the owner must provide the following acknowledgement;

I, \_\_\_\_\_, owner of the above described property do hereby authorize \_\_\_\_\_ to represent me and my interests in all matters regarding this application.

**LEGAL OWNER AUTHORIZATION (property owner 2):**

If the applicant is not the legal owner(s), the owner must provide the following acknowledgement;

I, \_\_\_\_\_, owner of the above described property do hereby authorize \_\_\_\_\_ to represent me and my interests in all matters regarding this application.

**DISCLAIMER:** By accepting this permit and proceeding with the work, the applicant/permittee and owner acknowledges and agrees that: 1) If this permit is for construction of or on a dwelling, the dwelling is/will be served by potable water. 2) Ownership of this City of Spokane Valley permit inures to the property owner. 3) The applicant/permittee is the property owner or has full permission and authority to represent the property owner in this project and carry out the work specified in the permit. 4) All construction is to be done in full compliance with the City of Spokane Valley Municipal Code. The applicable codes are available for review at the City of Spokane Valley Permit Center. 5) The applicant/permittee further declares that they are either: (A) a contractor currently registered and properly licensed in accordance with Chapter 18.27 RCW; (B) the registered or legal owner or authorized agent of the property for which I am applying for permit and not a licensed contractor; or (C) otherwise exempt from the requirements set forth in RCW 18.27.090 and will abide by all provisions and conditions of the exemption as stated. 6) The City of Spokane Valley permit is a permit to carry out the work as specified therein and is not a permit or approval for any violation of federal, state or local laws, codes or ordinances. 7) Compliance with all federal, state, and local laws shall be the sole responsibility of the applicant/permittee and property owner. 8) Plans or additional information may be required to be submitted and subsequently approved before this application can be processed. The City is not responsible for any code violation through the issuance of this permit. 9) Failure to request and obtain the necessary inspections and inspection approvals may necessitate stoppage of work and/or removal of certain parts of the construction at the applicant's/permittee's or property owner's expense.