



BOUNDARY LINE ADJUSTMENT (BLA) APPLICATION

Liberty Lake Planning, Engineering & Building Services
22710 E Country Vista Drive, Liberty Lake, WA 99019
Phone: (509) 755-6704 Fax: (509) 755-6713
Website: www.libertylakewa.gov
Email: permitcenter@libertylakewa.gov

REQUIRED BOUNDARY LINE ADJUSTMENT (BLA) APPLICATION PACKET SUBMITTALS:

- BOUNDARY LINE ADJUSTMENT (BLA) APPLICATION & BLA FEE
- BOUNDARY LINE ADJUSTMENT COVER SHEET (TYPED WITH 3" TOP & 1" SIDE MARGINS TO MATCH SUPPLIED COVER SHEET 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)

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.

(PLANNING & BUILDING SERVICES OFFICE USE ONLY)

DATE RECEIVED: _____ RECEIVED BY: _____

REVIEWED BY: _____ APPROVED DENIED DATE: _____

BLA FILE #: _____

TOTAL FEES: _____ RECEIPT NUMBER: _____

COMMENTS: _____

City of Liberty Lake
Planning & Building Services
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)

(PLANNING & BUILDING SERVICES OFFICE USE ONLY)

NUMBER OF EXISTING PARCELS: _____ NUMBER OF NEW PARCELS: _____

BLA APPROVED BY: _____ DATE: _____

CONDITIONS: _____

CITY FILE NUMBER: _____ PAGE: _____ OF _____

CITY OF LIBERTY LAKE BOUNDARY LINE ADJUSTMENT FORM - 1 PER PARCEL

Parcel # :	
Applicant Name:	
Email:	Phone:
Address:	City, State, Zip:
Owner #1 Name:	
Email:	Phone:
Address:	City, State, Zip:
WA State Contractor License:	Contractor UBI Number:
Owner #2 Name:	
Email:	Phone:
Address:	City, State, Zip:
Owner #3 Name:	
Email:	Phone:
Address:	City, State, Zip:
Grantor(s):	
Grantee(s):	

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

Required Signatures
<p align="center">BY SIGNING BELOW (WITH ELECTRONIC SIGNATURE OR PHYSICAL SIGNATURE), I ACKNOWLEDGE THAT I HAVE READ AND ACCEPTED THE REQUIREMENTS LISTED ABOVE AND I GIVE PERMISSION FOR USE OF MY ELECTRONIC SIGNATURE ON THE PERMIT AND I ACKNOWLEDGE, UNDERSTAND AND AGREE TO THE TERMS DESCRIBED ON THIS APPLICATION.</p>

Property Owner's Signature	Printed Name	Date
-----------------------------------	---------------------	-------------

Applicant's Signature	Printed Name	Date
------------------------------	---------------------	-------------