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## BOUNDARY LINE ADJUSTMENT GUIDELINES (For complete details see IMC 15.92)

### Background

Requirements for obtaining boundary line adjustments are outlined in Ilwaco Municipal Code Chapter 15.92. A boundary line adjustment (BLA) is a legal method of moving a property line. It may be used to accommodate a minor transfer of land between *adjacent* legally created lots in order to correct property line or setback encroachments, create better lot design or improve access, without creating substandard lots or substandard yard or setback areas. It may be used to eliminate boundary lines between lots under the same ownership. *It is not the purpose of a BLA to create additional building lots.* A BLA is exempt from SEPA requirements.

### Application Process

- Applicant requests a **pre-application conference** (optional) with the city planner to discuss requirements and the review process before submitting a permit application and fees.
- If an applicant requests **consolidated permit processing**, a pre-application conference is required.
- Applicant **submits the application**, all related materials and application fees to the city clerk/treasurer, who forwards items to **city planner**.
- City planner prepares a **report summarizing findings, conclusions and recommendations** and forwards report to the city council.
- City council **approves, approves with conditions or denies** the application.
- Applicant must record the approved BLA with Pacific County and send a copy to the Pacific County Assessor's Office in order for the tax records to be adjusted. A copy of the recorded approval document must be returned to the city. *The approval will not be deemed final until the applicant has complied with the above.*
- Decisions of the city council may be appealed to the Pacific County Superior Court.

### SUBMITTAL CHECKLIST

- Master Planning Permit Application Form**
- Vicinity Map (to scale)**
  - Owner's name and mailing address.
  - Contact person's name, mailing address and phone number.
  - North arrow, scale and date.
  - Proposed name of project.
  - Properties involved in the BLA showing existing and proposed boundaries.
  - Location of any other permanent features in the area that could be affected, such as existing streets, platted but not constructed streets or any waterways, including wetlands and drainage ways.
- Title Certificates**
  - Title certificates indicating the ownership of the real property parcels that are to be included in the BLA. All persons or entities having a title interest in the property to be adjusted are required to sign all documents relating to the request.
- Property Taxes**
  - Proof that all past-due property taxes are paid.
- Application fees (see Ilwaco Fee Schedule)**