



## BOUNDARY LINE ADJUSTMENT CHECKLIST

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OFFICE USE ONLY

PERMIT NUMBER

\_\_\_\_\_

## SUBMITTAL CHECKLIST

### A. APPLICATION REQUIREMENTS FOR ALL REVIEWS:

Please upload one electronic copy of all required application materials to the Permit and Development Portal - <https://ci-ridgefield-wa.smartgovcommunity.com/Public/Home>. Each document must be a separate file, in PDF format, and labeled to match the checklist (e.g., 1 application, 2 checklist, 3 narrative). Please note: the narrative is requested in WORD format.

- ☐ **1. MASTER APPLICATION FORM:** Provide one (1) copy of the completed Master Land Use Application form with original signature(s).
- ☐ **2. CHECKLIST:** Provide one (1) copy of this completed submittal checklist.
- ☐ **3. WRITTEN NARRATIVE:** Submit one (1) copy in WORD format of a narrative that provides a detailed description of the proposed adjustment and the reason for the adjustment.
- ☐ **4. LEGAL DESCRIPTION(S):** Submit one copy of the existing and proposed legal descriptions.
- ☐ **5. ADJUSTMENT ANALYSIS INFORMATION:** Submit one (1) copy of plans in PDF format. All plans, except architectural elevations, shall be at no smaller than 1 inch = 100 feet engineering scale.

#### Lot information

#### Lot area

#### Lot width

Code required minimum

\_\_\_\_\_ sq. ft.

\_\_\_\_\_ ft.

Existing Lot 1

\_\_\_\_\_ sq. ft.

\_\_\_\_\_ ft.

Proposed Lot 1

- \_\_\_\_\_ sq. ft.

\_\_\_\_\_ ft.

Existing Lot 2

\_\_\_\_\_ sq. ft.

\_\_\_\_\_ ft.

Proposed Lot 2

\_\_\_\_\_ sq. ft.

\_\_\_\_\_ ft.

Existing Lot 3

\_\_\_\_\_ sq. ft.

\_\_\_\_\_ ft.

Proposed Lot 3

\_\_\_\_\_ sq. ft.

\_\_\_\_\_ ft.

If more than three lots are involved, please attach a separate sheet specifying the information in the above table for all lots involved in the lot line adjustment

- ☐ **6. SITE PLAN:** Submit one (1) copy of plans in PDF format. All plans, except architectural elevations, shall be at no smaller than 1 inch = 100 feet engineering scale.

**Include all the following information:**

Lot Line Adjustment Plan: Submit one (1) copy of a to-scale lot line adjustment plan for the properties involved.

The plan shall contain the following minimum information:

- ☐ North arrow, scale and date of plan
- ☐ Vicinity Map
- ☐ Location and dimensions of abutting existing streets and public rights-of-way including measurement from centerline to edge of existing streets or public rights-of-ways
- ☐ Existing property lines, sizes, and dimensions
- ☐ Proposed property lines, sizes and dimensions
- ☐ Setbacks
- ☐ Existing buildings and structures
- ☐ Parking
- ☐ Driveways
- ☐ Landscaped areas
- ☐ Existing and approved vehicular, pedestrian, and bicycle connections
- ☐ Existing public and private easements and utilities located on or abutting the affected properties
- ☐ Location of 100-year floodplain, if applicable

In the case of boundary line adjustments, in addition to any requirements imposed by RCW 58.17.040.6, all applicants for boundary line adjustment shall demonstrate that the requested adjustment complies with the minimum lot area and dimensional requirements of the zoning district in which the property is located; provides access to a public right-of-way; and satisfies the applicable requirements in the city engineering standards. The planning director shall review boundary line adjustments through a Type I procedure. Prior to approval, the city engineer shall find whether the adjustment will interfere with the extension of any planned right-of-way, public utility easement or capital facility identified in the CFP (RDC 18.600.040.B).

## B. APPLICATION FEES:

Fees must be paid at the time of application via the online portal.

**Effective April 1, 2025:** To meet Ridgefield City Council's 100 percent cost recovery policy, applicants will be billed for the cost of any third-party plan review required for permit applications submitted April 1 or later. This change will not impact permit review timelines.

☐ **Boundary Line Adjustment** \$440

*By affixing my signature hereto, I certify under penalty of perjury that the information furnished herein is true and correct to the best of my knowledge. I have owner(s) permission to submit this application. I agree to hold harmless the City of Ridgefield as to any claim (including costs, expenses and attorney's fees incurred in the investigation of such claim) which may be made by any person, including myself, and filed against the City of Ridgefield, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as a part of this application.*

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Applicant's Signature

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Date

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Print Applicant's Name  
Updated 4/1/2025

Boundary Line Adjustment 2