



**BOUNDARY LINE ADJUSTMENT CHECKLIST**

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OFFICE USE ONLY
PERMIT NUMBER
_____

**SUBMITTAL CHECKLIST**

**A. APPLICATION REQUIREMENTS FOR ALL REVIEWS:**

**Please include a CD containing all required application materials as PDF or text files.**

- 1. MASTER APPLICATION FORM: Provide **one (1) copy** of the completed Master Land Use Application form with 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 detailed description of the proposed lot line adjustment and the reason for the adjustment.
- 4. ADJUSTMENT ANALYSIS INFORMATION:

<b>Lot information</b>	<b>Lot area</b>	<b>Lot width</b>
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)

- 5. PLANS AND GRAPHIC REQUIREMENTS: Submit **one (1) copy** of plans in addition to electronic files (pdf files) of all plans. All plans shall be folded to fit a legal size file. Include one (1) reduced copy (11 inches by 17 inches or 8.5 inches by 11 inches) of each plan sheet. All plans, except architectural elevations, shall be at no smaller than 1 inch = 20 feet engineering scale and on a maximum sheet size of 24 inches by 36 inches.

Each of the following plans and drawings shall be submitted on separate sheets. If the size of the project requires the use of match line sets, each set of match line sets must include a sheet (at a scale to fit a 24" x 36" sheet) depicting the entire site, including match lines, as a cover sheet.

**Include all of 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. Please make checks payable to City of Ridgefield. There may be fees related to fire reviews and/or fire inspections. These fees would be applied to the permit with payment due at the time of permit issuance.

- Boundary Line Adjustment \$400.

*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.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Applicant's Name