



# BOUNDARY LINE ADJUSTMENT FORM

FINAL  
Revised 01/06/2016

Yakima County Public Services  
128 North Second Street · Fourth Floor Courthouse · Yakima, Washington 98901  
(509) 574-2300 · 1-800 572-7354 · FAX (509) 574-2301 · [www.co.yakima.wa.us](http://www.co.yakima.wa.us)

## PLEASE ATTACH THE FOLLOWING TO THE FORM:

1. Existing and new legal descriptions prepared and stamped by a licensed surveyor for all new lots affected by the boundary line adjustment. The existing legal descriptions may be submitted with the Owner's Commitment or Subdivision Guarantee.
2. Two paper copies of the Preliminary Survey prepared by a licensed surveyor meeting the requirements of RCW 58.09, YCC 19.30.060(6)(a)(ii) and YCC 19.34.020(7)(a).
3. Site Plan meeting all the requirements of YCC 19.30.070(1) and (2) and 19.30.071. Please note: If the Preliminary Survey provides all these requirements a site plan is not necessary.
4. Complete "Narrative" describing the proposal.
5. A Owner's Commitment or Subdivision Guarantee (Title Report) and must be current within 60 days of submitting a complete application and meets the requirements of YCC 19.030.060(8) and as outlined as follows:
  - a. The existing legal description of each parcel involved in the proposal;
  - b. Those individuals or corporations holding an ownership interest and any security interest (such as deeds of trust or mortgages) or any other encumbrances affecting the title of said parcels;
  - c. Any lands to be dedicated shall be confirmed as owned in fee title by the owner(s) signing the dedication certificate; and
  - d. Any easements or restrictions affecting the properties being adjusted with a description of purpose and referenced by the auditor's file number and/or recording number.
6. Written verification from the Yakima Health District approving any proposed lots that will be served by individual on-site sewage systems and will be under two and one-half (2½) acres in size. The written verification must indicate that the proposed lots can accommodate an on-site sewage system or that the proposed adjustment does not affect the on-site sewage system, as applicable under Subsection 19.34.060(5).

If the proposal is located within the Agriculture (AG) or Forest Watershed (FW) zoning districts and the proposed lot sizes and configurations are based upon the resource use of the property then the applicant shall submit information that documents how the proposal will benefit the existing long-term commercial resource use (YCC 19.34.020(5)(o)).

## PLEASE COMPLETE THE FOLLOWING QUESTIONS:

1. Are all lots within the proposed Boundary Line Adjustment contiguous? ☐ Yes ☐ No
2. How many lots are involved in the proposed Boundary Line Adjustment? \_\_\_\_\_  
*If more than 4 lots are involved in the proposed Boundary Line Adjustment then the proposal will be subject to the provisions set forth in YCC 19.25.*
3. Are you proposing to utilize the clustering provisions of YCC 19.34.035? ☐ Yes ☐ No

4. What is the **existing** size of each lot? \_\_\_\_\_
5. What is the **proposed** size of each lot? \_\_\_\_\_
6. If you are located in the Agriculture (AG) zoning district, are you proposing a larger lot size than is generally allowed within the zoning district? ☐ Yes ☐ No ☐ N/A

*If yes, please talk with the Planning Division to determine what additional information and/or application that may be required.*

7. Where the lots created as part of a Short Subdivision/Subdivision? ☐ Yes ☐ No

If yes, what is the Auditor's File Number (AFN)? \_\_\_\_\_

8. Is one or more of the proposed lots involved in a Financial Segregation? ☐ Yes ☐ No
9. Are there any structures located within 100 feet of existing and proposed property lines? ☐ Yes ☐ No

*If yes, please show the location and dimensions of all the structures on your submitted site plan.  
(YCC19.30.071)*

10. Are there any easements (access, utility, irrigation, etc...) on the subject properties that would be affected by the proposal? ☐ Yes ☐ No

11. Are there any accessory dwelling units located on the existing lots? ☐ Yes ☐ No

12. Will the proposal result in any of the property lines to cross a UGA Boundary, jurisdictional boundary, result in a split zoned lot, cross on-site sewage disposal systems, prevent adequate access to water supplies, or obstruct fire lanes? ☐ Yes ☐ No

13. Are you requesting an adjustment to any development standard as outline though out Title 19?

☐ Yes ☐ No *If Yes, Please fill out the Administrative Adjustment form.*

14. Are there any steep slopes, critical areas, streams, wetlands or floodplains within the project areas?

☐ Yes ☐ No

If yes, list: \_\_\_\_\_  
\_\_\_\_\_

15. Which Irrigation District/Company are you in? \_\_\_\_\_



# NARRATIVE FORM

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Revised 10/01/15

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The Narrative Form is designed to help you, the application review, interested agencies, and adjacent property owners to the proposal understand the scope of your project and how your project meets the legal requirements in the Yakima County Codes. You should refer to the appropriate sections of the ordinance when describing your proposal if applicable. You can obtain a copy of the ordinance in our office or access it on the internet at:

<http://codepublishing.com/wa/yakimacounty/>

**Narrative Content:** Please tell us the “who”, “what”, “where”, and “why” of your proposal. A list of typical content is provided below. **Please do not limit your project’s description to just these items.** In order for us to conduct a timely review of your project please **be as detailed as possible**. Any missing/confusing information could result in the delay of our review.

Note: Not all content listed below will be pertinent to your proposal. These items are suggestions in order to help you draft your narrative.

**Suggested Content:**

- Describe the current use of the site including all existing structures with their dimensions, square footage and usage.
- Describe the proposed use in detail (including but not limited to the type of business and/or use, hours and days of operation, number of employees, number of people living on-site, maximum number of customers and/or guests, changes or additions to the driveways or other access points, the type of mitigation or adjustment requested).
- Describe which standards are proposed to be adjusted and justify why the standard needs to be adjusted.
- Describe any new or existing structures to be used as part of this proposal.
- Describe how the proposed use will be pertinent to the proposed/existing structures.
- Describe any parking facilities (number of spaces and surface type), landscaping, signage, and lighting that will be associated with your proposal.
- Describe your access to the property and the route of travel to the site.
- For commercial operations describe the travel ways that will be located onsite.
- Describe the timelines for completion of your proposal.

**Please remember that your narrative must explain in detail the specifics of your proposal and any missing information may result in the need for future reviews.** Your narrative can be typed and printed on a separate sheet of paper with “See Attached” written below, or you may print out legibly your narrative on the lines provided.

[illegible]



REQUIRED ATTACHMENT:

# YAKIMA COUNTY GENERAL SITE PLAN

Note: Producing the site plan from this template is preferred, however, the template can be substituted for your own drawing (computer aided is acceptable).

Site plan must be drawn with blue or black ink



**LOT COVERAGE CALCULATION**

a) Dimension(s) of existing structure(s)

SQ FT

b) Building addition/new structure(s) dimension(s)

SQ FT

c) Existing paved area(s) (driveways, walkways, patios, etc.) TOTAL

SQ FT

d) Proposed paved area(s)

SQ FT

e) Total Impervious Surface (a+b+c+d = e)

SQ FT

f) Lot Size (1 acre = 43,560 sq ft)

SQ FT

g) Lot coverage (e/f x 100 = g)

%

**MAP SCALE** (check one)

☐ Preferred Scale: 1 inch on the map = 20 ft on the ground

☐ Custom Scale: 1 inch =

\*Square is 0.25” by 0.25”

**PARKING CALCULATION** (Reference Table 19.22 in YCC 19.22)

Spaces required:

Spaces provided:

Surface Type:

**LOT INFORMATION**

Parcel #(s):

Site Address:

**BACKGROUND INFORMATION**

Owner Name:

Site Plan Created by:

Address:

Contact Phone: (        )

Date Created:

Required Site Plan Information:			
	N/A	#	
<input type="checkbox"/>	<input type="checkbox"/>	1	Paper size: Minimum 8 ½” x 11” up to Maximum size 11”x17”
<input type="checkbox"/>	<input type="checkbox"/>	2	Property Owner Name, Parcel Number and, Site Address
<input type="checkbox"/>	<input type="checkbox"/>	3	North Arrow shall be directed at top of the paper with the writing facing the same northern direction.
<input type="checkbox"/>	<input type="checkbox"/>	4	Drawn to scale. Example 1” = 25’ or 1” = 50’
<input type="checkbox"/>	<input type="checkbox"/>	5	Background Information: Site Plan Created By, Address, Contact Phone #, & Date Created
<input type="checkbox"/>	<input type="checkbox"/>	6	Lot Coverage Calculation for all zones except AG, FW, MIN, R/ELDP-40, R-10/5 *
<input type="checkbox"/>	<input type="checkbox"/>	7	Aerial photos are not acceptable
<input type="checkbox"/>	<input type="checkbox"/>	8	Property line dimensions of all lot(s) involved in the project.
<input type="checkbox"/>	<input type="checkbox"/>	9	The location, width and purpose of all easements (utility, access and/or irrigation) on the site and adjacent to the site with distances to proposed structures.
<input type="checkbox"/>	<input type="checkbox"/>	10	The distance from existing and proposed structures to the centerline of state, county, private roads, or access easement with name, dimension, surface type (paved, gravel or dirt) of road.
<input type="checkbox"/>	<input type="checkbox"/>	11	Existing or proposed driveway locations, Length, and Width.
<input type="checkbox"/>	<input type="checkbox"/>	12	Location, shape, size, gross floor area, height and types (i.e., house, garage, well house) of all existing and proposed structures, distance “minimum building setbacks” from the property lines and other structures, and the total lot coverage.
<input type="checkbox"/>	<input type="checkbox"/>	13	The location, right-of-way widths, pavement widths, curbs, gutters, culverts and names of all existing or platted streets or roads, whether public or private, and other public ways within the subject property or adjacent to any affected lots;
<input type="checkbox"/>	<input type="checkbox"/>	14	Location of well or water systems within 100 feet of the subject property or within a 100 foot well control zone and the distance from any structures within the well control zone. Label as Individual, 2-party, Group B, Group A. If located on another parcel note location on site plan.
<input type="checkbox"/>	<input type="checkbox"/>	15	Location of proposed or existing septic tank, drain field area, and extension area, as well as replacement areas and distances to structures and property lines
<input type="checkbox"/>	<input type="checkbox"/>	16	The location and dimensions of any existing and proposed utilities, streets, railroads, irrigation and drainage canals, easements and dedication of property within the subject property or adjacent to any affected lots;
<input type="checkbox"/>	<input type="checkbox"/>	17	Critical Areas/Shoreline: River, streams, creek, pond, floodplain, floodway, etc. on or abutting the site (Distance from structure to the ordinary high water mark of the river, stream, creek, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	18	Show the existing topographic contours at intervals of not more than 5’ when the ground slopes exceed 10%. Extend 100’ beyond the boundaries of the site.

Building Division Application Site Plan Information:			
	N/A	#	
<input type="checkbox"/>	<input type="checkbox"/>	1	Fire apparatus turnaround
<input type="checkbox"/>	<input type="checkbox"/>	2	For larger parcels, draw a simple plan showing the entire lot and indicate which area the new construction is to take place. Attach to the detailed section and submit both.
<input type="checkbox"/>	<input type="checkbox"/>	3	Distance of new structures from all property lines.
<input type="checkbox"/>	<input type="checkbox"/>	4	Location of Garage and Carport vehicle entrances.

Planning Division Application Site Plan Information:			
	N/A	#	
<input type="checkbox"/>	<input type="checkbox"/>	1	Location and dimensions of all proposed exterior land uses.
<input type="checkbox"/>	<input type="checkbox"/>	2	Location of new and/or expanded public and private utility infrastructure.
<input type="checkbox"/>	<input type="checkbox"/>	3	Location of pedestrian and vehicular circulation patterns, sidewalks, trails and bicycle paths.
<input type="checkbox"/>	<input type="checkbox"/>	4	Location of structures on the adjoining lots, which may cause compatibility issues.
<input type="checkbox"/>	<input type="checkbox"/>	5	Proposed location and dimensions of community and other open space.
<input type="checkbox"/>	<input type="checkbox"/>	6	Existing and proposed landscaping, site screening, street trees and storm water drainage facilities.
<input type="checkbox"/>	<input type="checkbox"/>	7	The existing on-site sewage system components and reserve areas and the proposed location for on-site sewage systems and soil test pits for all affected lots not served by an on-site sewage system or other approved wastewater treatment system. The location of structures on the adjoining lots when within 100 feet of a well or on-site sewage disposal system;
<input type="checkbox"/>	<input type="checkbox"/>	8	Proposed contours and grading as they affect lot layout, streets, and drainage ways.
<input type="checkbox"/>	<input type="checkbox"/>	9	Location of adjacent public water, sewer main, fire protection systems and other underground facilities within or adjacent to the development.
Floodplain development:			
<input type="checkbox"/>	<input type="checkbox"/>	10	Description of the extent to which any watercourse will be altered or relocated as a result of the proposed development.
<input type="checkbox"/>	<input type="checkbox"/>	11	The boundaries of the 100-year floodplain, the boundaries of floodways where floodways have been established, and the 100-year base flood elevations where base flood elevations have been established.
<input type="checkbox"/>	<input type="checkbox"/>	12	The boundaries of the 10 and 25-year floodplain using the flood risk maps provided by Yakima County as part the mandatory pre-application conference.
<input type="checkbox"/>	<input type="checkbox"/>	13	Other information as may be required by YCC Titles 13, 16A, 16C or 16D.

\*Lot Coverage is not specified within these zoning districts; however site screening may be required under Subsection 19.21.030(2)(f) and (g)



# GENERAL APPLICATION FORM

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Revised 4/30/20

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*(Staff Use Only – Fill In / Circle As Applicable)*

Zoning District: \_\_\_\_\_ Reviewed By: \_\_\_\_\_  
Proposed Land Use: \_\_\_\_\_ Case #(s): \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
Overlay: Airport / Greenway / Floodplain \_\_\_\_\_  
UGA: \_\_\_\_\_ CAO/Shoreline: \_\_\_\_\_  
Sewer: Septic Clearance / As Built \_\_\_\_\_  
Potable Water: N/A or Exempt \_\_\_\_\_  
Purveyor: \_\_\_\_\_ YCWRS Well: \_\_\_\_\_  
FAAR: \_\_\_\_\_ WUI-FD: \_\_\_\_\_ M / H / E \_\_\_\_\_  
Occupancy: A B E F H I M R R1 R2 R3 S U \_\_\_\_\_  
Type of Construction: IA IIA IIIA IB IIB IIIB IVA IVB VA VB \_\_\_\_\_  
Name of Short Plat, Subdivision or Manufactured Home Park: \_\_\_\_\_ Lot or Space # \_\_\_\_\_

**Please Tell Us About Your Proposal:** *(If you need assistance call us at (509) 574-2300 or in person during office hours)*

Parcel Numbers(s): A. \_\_\_\_\_ B. \_\_\_\_\_ C. \_\_\_\_\_  
Property Owner's Name: \_\_\_\_\_  
Day Phone: \_\_\_\_\_ Company (if any): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Subject Property Address: *(if Different)* \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Scope of Work: \_\_\_\_\_

Are you requesting the Optional Consolidated Permit Review Process as provided under YCC 16B.03.060? Yes ☐ No ☐

**Applying For A Building Permit? Please Fill Out The Following:**

Number of			Total Number of	
Bedrooms:	Existing:	New:	Total:	Bathrooms:
<input type="checkbox"/> New	<input type="checkbox"/> Addition	Size/Dimensions:	Square Footage:	

**Construction Valuation (Contractor Estimate) \$** \_\_\_\_\_

**How will you provide legal domestic water for your project? Please check one below:**

- ☐ **Water right permit** from Department of Ecology (Please attach a copy to this application), or
- ☐ **Letter from an approved water purveyor** stating the ability to provide water, or
- ☐ **A Yakima County Water Resource System (YCWRs) domestic well** within the Agriculture zoning district, or
- ☐ **A Yakima County Water Resource System (YCWRs) domestic well** outside of the Agriculture zoning district, or
- ☐ **Other adequate evidence** of interest in a suitable water right held for mitigation proposed by an existing water bank, or
- ☐ **Yakama Nation Water Code permit** for properties located within the exterior boundaries of the Yakama Nation, or
- ☐ **Documentation that the well site is located outside the Yakima River watershed.**

*Please note that evidence of an adequate water supply must be submitted to Yakima County prior to the issuance of the permit.*

**By signing this form, I agree to the following:**

- I hereby state as true that all ownership interests of the property have reviewed the proposal as presented in the application materials and support the proposed change(s).
- I hereby give Yakima County permission to enter my property during this review to inspect my property as needed.
- I hereby agree to pay all additional fees associated with the processing of this application including but not limited to the Hearing Examiner fees, Transportation fees or any other fees that may be associated with the proposed project.

CONTINUE ON BACK



- I hereby acknowledge that the application with the Yakima County Permit Services Department has been filled out completely.
- I hereby acknowledge that verification of an approved potable water supply is a requirement and part of the procedure to obtain a permit from Yakima County.
- I shall provide Yakima County with proof of an adequate water source as indicated in Ordinance 13-2017 or obtain a YCWRS domestic well permit.
- I understand that Yakima County shall be held harmless for misinterpretation or misrepresentation of documents to obtain my permits.
- I am aware my Permit WILL NOT be issued until I provide proof of an approved source of potable water and associated documentation.

*(If the property is owned by a corporation or LLC please attach documentation showing that the person signing has the authority to sign on behalf of the corporation or LLC.)*

**Please Fill Out This Section In Blue or Black Ink.** *(Please check the box to indicate the primary contact person)*

☐ **Property Owner Signature:** \_\_\_\_\_ (required) Date: \_\_\_\_\_

☐ **Check If You Are Acting As Your Own Contractor** – *(Signature required at declaration at bottom of page)*

☐ **Applicant/Agent:** \_\_\_\_\_

Day Phone: ( ) \_\_\_\_\_ Company (if any) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

☐ **Contractor Name:** \_\_\_\_\_

Day Phone: ( ) \_\_\_\_\_ Company (if any) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Contractor License Number: \_\_\_\_\_

**Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

*If there are additional owners, provide an attachment in the same format and with the same declarations*

**This Section To Be Completed For Construction Permits Only**

**Pursuant to RCW 19.27.095 (2)(i-ii) The requirement for a fully completed construction application shall include:**

- i. The name, address, and phone number of the office of the lender administering the interim construction financing, if any: OR
- ii. The name and address of the firm that has issued a payment bond, if any, on behalf of the prime contractor for the protection of the owner, if the bond is for an amount not less than 50% of the total amount of the construction permit.

If for any reason the information requested below is not available at the time of application, the applicant shall provide the information as soon as it can be reasonably obtained.

☐ **Lending Agency Name:** \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

☐ I acknowledge by checking this box that this project has no lending agency for construction financing.

**Bonding Agency Name:** \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

☐ I acknowledge by checking this box that this project has no bonding agency.

**If you are the Property Owner and Acting as Your Own Contractor, Please Complete the Following Declaration:**

- I acknowledge that I am applying for a permit thru the Yakima County Public Services Department.
- I also acknowledge that I am not a licensed contractor, specialty or general, or that I am not acting as a contractor and wish to be exempt from the requirements of the Washington State Contractor's Act, per RCW 18.27.090, and will abide by all provisions and conditions of the exemption as stated.
- I agree that if I use the assistance of any person(s) to provide labor and/or assistance, I will retain only contractors registered and currently licensed as required under the laws of the State of Washington.

I (print name) \_\_\_\_\_ certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

**Owner Signature:** \_\_\_\_\_ Date: \_\_\_\_\_





# User's Guide To The Land Use Permit Process Boundary Line Adjustment (BLA)

Yakima County Planning Division ♦ 128 N. 2nd Street 4th Floor Courthouse - Yakima, Washington 98901 ♦ Phone (509) 574-2300

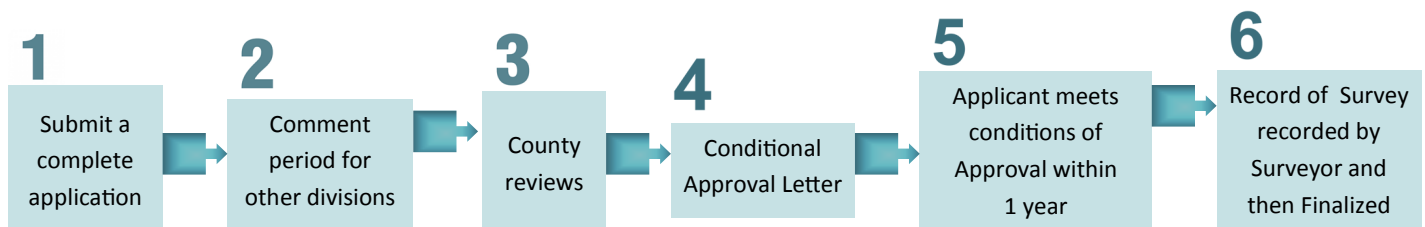
**"Boundary Line Adjustment"** means an action that involves the adjustment of common property lines through a boundary line adjustment process, as set forth in this Title 19.34.020. <http://www.codepublishing.com/WA/YakimaCounty>.

## Boundary Line Adjustment (BLA)

The application process is to allow for adjustment of boundary lines of existing lots where no new lot is created. BLAs are subject to a Type 1 review. Boundary Line Adjustments are exempt from the normal Subdivision and Short Subdivision process requirements but are still subject to all other development standards of the Unified Land Development Code (Title 19) including but not limited to lot size, setbacks, lot coverage and access depending on the zoning district. Conditions may be placed on BLA's in order to ensure development standards are met. To be eligible for a BLA, you must be able to meet the 16 review criteria listed in Title 19.34.020(5).

A BLA application must include the following items:

- ♦ **Application Packet provided by Yakima County**—All items in the application must be addressed.
- ♦ **Preliminary Record of Survey**—All property lines need to be shown on the Record of Survey, however only the lines being adjusted need to be surveyed. Additionally, the Record of Survey should contain at least the proposed legal descriptions.
- ♦ **Site Plan**—All items listed on the "Minimum Site Plan Requirement" sheet must be shown on the site plan. The site plan may either be included on the Preliminary Record of Survey or on a separate sheet of paper. Only structures within 100' of the property lines being adjusted need to be shown on the site plan.
- ♦ **Owner's Commitment or Subdivision Guarantee**—This can be obtained from a Title Company and must be current within 60 days. And must address the following:
  - (a) The existing legal description of each parcel involved in the proposal;
  - (b) Those individuals or corporations holding an ownership interest and any security interest (such as deeds of trust or mortgages) or any other encumbrances affecting the title of said parcels.
  - (c) Any lands to be dedicated shall be confirmed as owned in fee title by the owner(s) signing the dedication certificate; and
  - (d) Any easements or restrictions affecting the properties being adjusted with a description of purpose and referenced by the auditor's file number and/or recording number.
- ♦ **Yakima Health District Approval**—Written verification is required on any proposal that will be serviced by individual on-site sewage systems and will be under two and one-half (2 1/2) acres in size.



*For specific application submittal requirements and timelines please refer to Title 19 (Unified Land Development Code) and Title 16B (Yakima County Project Permit Administration Ordinance).*