



## CITY OF TENINO

PO BOX 4019  
149 Hodgden Street South  
Tenino, WA 98589-4019  
Phone (360) 264-2368 FAX (360) 264-5772

### Boundary Line Adjustment / Lot Combination General Instructions and Submittal Forms

---

The revised code of Washington (RCW) 58.17.040(6) allows for adjusting the boundary lines between contiguous properties, provided that:

- No additional parcels, sites, tracts, or lots are created; and
- No parcels are established which have insufficient area or setbacks as required by zoning or other regulations.

In order to assure that a Boundary Line Adjustment meets these requirements, it is reviewed by the Community Development Department and must be recorded with the Thurston County Auditor.

#### REQUIRED ELEMENTS OF A BOUNDARY LINE ADJUSTMENT / LOT COMBINATION ARE:

1. A Declaration of Boundary Line Adjustment and Covenants document that must contain the complete and accurate legal description (including any recorded easements along and parcel number(s) of the Existing/Original and Revised/Combined parcels. When completed, the document must contain the Notarized acknowledgements and signatures of ALL involved parties.
2. An accurate drawing (Sample attached) of the Existing/Original and Revised/Combined parcels, depicting:
  - a. The parcel number(s);
  - b. The situs address of all lots;
  - c. Square footage of each lot and the combined lot square footage/acreage;
  - d. The Quarter Section, Section, Township, and Range on the map;
  - e. The location of all roads, easements, structures, and other features;
  - f. No particular scale, but must be legible and clearly show property dimensions, distances from all structures to property lines, and a North pointing arrow.
  - g. A one (1) inch margin shall be provided on all four (4) sides of the map drawing.
  - h. The drawing should not exceed 8.5 x 14 inches in size. If survey is conducted, drawing must meet state drawing size standards of 18 x 24 inches in size.
  - i. The Existing/Original parcels must be labeled Parcel "A", Parcel "B", and so on.
  - j. The Revised/Combined parcel(s) must be labeled Parcel "A", Parcel "B", and so on.
3. Deeds, deeds of Trust, or mortgage releases if ownership is being transferred.
4. The "Declaration of Boundary Line Adjustment" must be typed or clearly printed with dark ink and be notarized. The document must have exact State required margins as follows: The first page must have a 3-inch Top Margin and 1-inch Side and Bottom margins. All other sheets must have 1-inch margins on all sides.

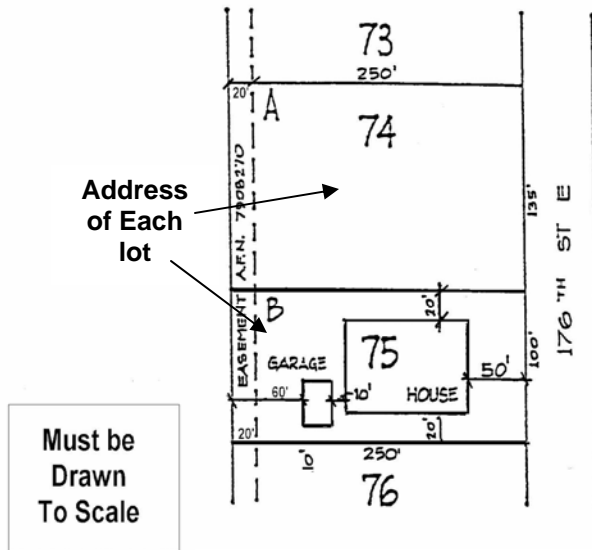
Submit the proposed Boundary Line Adjustment documents, a Land Use Application Form, and the required fee to the City for review and processing. You will be notified by the City when it is approved and ready for recording with the Thurston County Auditor (allow one week).

**CAUTIONARY NOTE:** *Applicants may wish to obtain a title report and have the Declaration reviewed by a licensed land surveyor and/or title officer to ensure that all deeds, the legal description, and supporting maps are correct and accurate. The accuracy of the Declaration and the associated deeds are the responsibility of the applicant. The City of Tenino assumes no liability for any errors or complications that arise there from.*

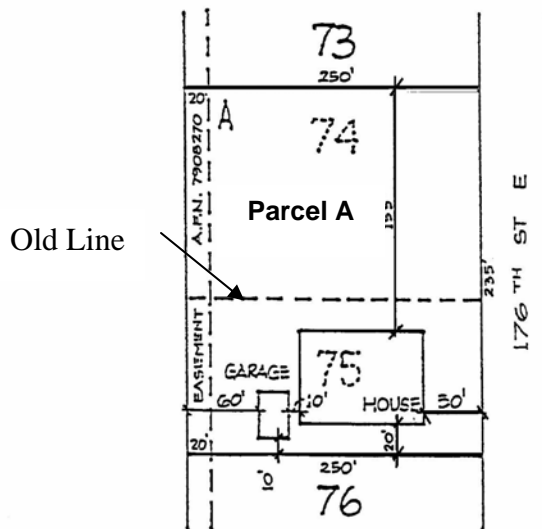
# Sample Boundary Line Adjustment Map

## ORIGINAL PARCELS

1/4 Section, Section, Township, and Range



## REVISED PARCELS



Maintain One (1) Inch Margins on 8.5 x 11-inch or 8.5 x 14-inch paper size

**RETURN ADDRESS:**

**City of Tenino  
P O Box 4019  
Tenino, WA 98589**

**BLA # \_\_\_ - \_\_\_ TE**

**DECLARATION OF BOUNDARY LINE ADJUSTMENT AND COVENANTS**

**Grantor:** 1. \_\_\_\_\_ 2. \_\_\_\_\_  
(Type or Print) (Type or Print)

**Grantee: THE PUBLIC**

Assessor Parcel numbers: 1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

Abbreviated legal description(s):  
\_\_\_\_\_  
\_\_\_\_\_

**PUBLIC NOTICE IS HEREBY GIVEN:**

That we, the undersigned, are the owners of the land described by this declaration and are seeking approval by the City of Tenino of the herein described adjustment of land known as Boundary Line Adjustment Project # \_\_\_ - \_\_\_ TE, subject to the following covenants and conditions.

1. That all subsequent deeds will contain provisions for private roads in the manner described herein.
2. That all maintenance of any private road described by this declaration shall be by the owners of the parcels having legal access there from or their heirs, assigns, or successors, unless and until such road is improved to the current public road standards and dedicated to and accepted by the appropriate governmental jurisdiction.
3. That any private road will be subject to the further right of the grantor or his successor and of any telephone, electric, gas, water, or sewer company, public or private, to lay or cause to be laid and the right of ingress or egress for the purpose of maintaining telephone, electric, gas, water or sewer pipes, mains, or conduits across a described portion of such road.
4. That with respect to any private road described by this declaration whether it remains private or becomes a dedicated road, there is the additional right of the Grantor or his Successor to make all necessary slopes for cuts and fills: and the drainage of said roads and ways over and across any parcel(s) where the water might take a natural course upon reasonable grading pursuant to improvement for dedication of the roads and ways shown herein shall be allowed to continue. Following reasonable grading pursuant to improvement for dedication of the roads and ways shown herein, no drainage water on any parcel(s) shall be diverted or blocked from their natural course so as to discharge upon any public rights-of-way or to hamper proper road drainage.

BLA # \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ TE

5. That the adjusted legal description of each of the tracts being adjusted is attached hereto and incorporated by reference as though fully set out herein.
6. That additional covenants, easements, restrictions, if any, solely for the benefit of the grantor, and his heirs, successors, and assigns enforceable only by such person, are attached hereto or as previously recorded with the Auditor's Office, as though fully set out herein.
7. We, the undersigned, hereby indemnify the approving governmental agency for all costs or damages including attorney's fees incurred by or charged against that agency as a result of the signatory not being the owner of the property being adjusted.
8. We, the undersigned, hereby acknowledge that this Boundary Line Adjustment has been made with our free consent and in accordance with our desires.
9. Current year taxes are required to be paid and certificate of such shall be provided to the Auditor prior to recording this Boundary Line Adjustment.

That these covenants are for the mutual benefit of the grantor and his heirs, successors and assigns and are for the further purpose of compliance with the resolutions and regulations of the appropriate local governmental jurisdiction, and the local government and such person are specifically given the right to enforce these restrictions and reservations by injunction or other lawful procedure and to recover any damages resulting from such violation.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

1. \_\_\_\_\_  
 Grantor (Signature)  
 \_\_\_\_\_  
 Type or Print Name

2. \_\_\_\_\_  
 Grantor (Signature)  
 \_\_\_\_\_  
 Type or Print Name

STATE OF WASHINGTON)  
 COUNTY OF \_\_\_\_\_)

I certify that I know or have satisfactory evidence that \_\_\_\_\_ is/are the person(s) acknowledged that he/she/they signed this instrument and acknowledged it to be his/her their free and voluntary act for the uses and purposes mentioned in the instrument.

IN WITNESS WHEREOF, said parties hereto have caused this instrument to be executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
 NOTARY PUBLIC  
 (Printed Name: \_\_\_\_\_)  
 My Appointment Expires: \_\_\_\_\_

This BLA is approved by the Community Development Department, City of Tenino, WA:

\_\_\_\_\_  
 (SIGNATURE) PRINTED NAME TITLE)

**CURRENT TAX PARCEL NUMBERS AND LEGAL DESCRIPTIONS**

Assessor 11 digit Tax Parcel Number for Parcel A is \_\_\_\_\_ and is described as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assessor 11 digit Tax Parcel Number for Parcel B is \_\_\_\_\_ and is described as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assessor 11 digit Tax Parcel Number for Parcel C is \_\_\_\_\_ and is described as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assessor 11 digit Tax Parcel Number for Parcel D is \_\_\_\_\_ and is described as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REVISED LEGAL DESCRIPTION(S) OF PARCEL(S)**

Revised legal description of Parcel A is described as follows: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Revised legal description of Parcel B is described as follows: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RETURN ADDRESS

CITY OF TENINO

P.O. BOX 4019

TENINO, WA 98589

**Document Title(s)**

BOUNDARY LINE ADJUSTMENT - LOT COMBINATION MAP

**Reference Numbers(s) of related documents**

**Grantor(s)** (Last, First and Middle Initial)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional grantors on page

**Grantee(s)** (Last, First and Middle Initial)

THE PUBLIC

**Legal Description** (abbreviated form: i.e. lot, block, plat or section, township, range, quarter/quarter)

Additional legal is on page

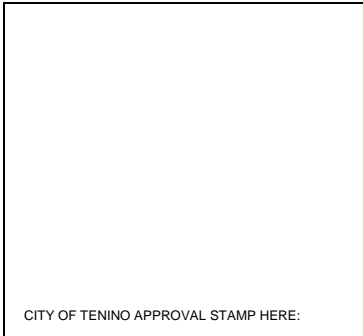
**Assessor's Property Tax Parcel/Account Number**

Additional parcel # on page

The Auditor/Recorder will rely on the information provided on this form. The staff will not read the document to verify the accuracy or completeness of the indexing information provided herein.

BLA # \_\_\_\_ - \_\_\_\_\_ TE

**BOUNDARY LINE ADJUSTMENT MAP**



**CERTIFICATION OF CONFORMANCE**

This BLA map conforms to the Platting and Subdivision Ordinance (Title 18E) of the City of Tenino. Approved by:

---

Community Development Department Designee (SIGNATURE / PRINTED / TITLE) Date