



CITY OF RIDGEFIELD

City Hall
230 Pioneer Street
PO Box 608
Ridgefield, WA 98642
Tel: (360) 887-3557
Fax: (360) 887-0861
www.ci.ridgefield.wa.us

<i>OFFICE USE ONLY</i>	
FILE #:	_____
FILE NAME:	_____
RECEIVED BY:	_____
FEE PAID:	_____ CHECK/CASH: _____
DATE SUBMITTED:	_____

DEVELOPMENT APPLICATION – BOUNDARY LINE ADJUSTMENT

APPLICATION INFORMATION (REQUIRED)

APPLICANT:

Check box if Primary Contact

COMPANY: _____
ADDRESS: _____
(CITY, STATE, ZIP) _____
PHONE: _____ FAX: _____ E-MAIL: _____

APPLICANT'S REPRESENTATIVE:

Check box if Primary Contact

COMPANY: _____
ADDRESS: _____
(CITY, STATE, ZIP) _____
PHONE: _____ FAX: _____ E-MAIL: _____

PROPERTY OWNER(S): *Attach separate sheet if needed.*

Check box if Primary Contact

COMPANY: _____
ADDRESS: _____
(CITY, STATE, ZIP) _____
PHONE: _____ FAX: _____ E-MAIL: _____

PROPERTY INFORMATION (REQUIRED)

SITE ADDRESS(S): _____

ASSESSOR'S MAP & TAX LOT # DISTRICT	LOT SIZE	ZONING
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



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LOT LINE ADJUSTMENT SUBMITTAL CHECKLIST

WRITTEN STATEMENT REQUIREMENTS

- A. APPLICATION FORM.** Provide **one (1) completed** application form with original signature(s).
- B. CHECKLIST.** Provide **one (1) completed** copy of this two (2) page checklist.
- C. WRITTEN STATEMENT.** Submit **three (3) copies** of a detailed description of the proposed lot line Adjustment and the reason for the adjustment.
- D. \$400.00 FEE PLUS HOURLY RATES MAY BE APPLIED,** as established by the City Council. Make checks payable to the City of Ridgefield.
- E. ADJUSTMENT ANALYSIS INFORMATION:**

Lot Information*	Lot Area	Lot Width	Lot Depth
Code-required minimum	sq. ft.	ft.	ft.
Existing Lot 1	sq. ft.	ft.	ft.
Proposed Lot 1	sq. ft.	ft.	ft.
Existing Lot 2	sq. ft.	ft.	ft.
Proposed Lot 2	sq. ft.	ft.	ft.

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

F. PLANS & GRAPHIC REQUIREMENTS

All plans, except architectural elevations, shall be presented at a minimum of 1" = 20' engineering scale and on a maximum sheet size of 24" x 36". **A total of three (3) copies of each plan shall be submitted, unless otherwise noted. All plans shall be folded to fit a legal size file jacket.**

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.



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Include all of the following information:

- G. LOT LINE ADJUSTMENT PLAN:** Submit **three (3) copies** of a to-scale lot line adjustment plan for the properties involved. The plan shall contain the following minimum information:
- north arrow, date and scale 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.

A Boundary Line Adjustment is a division of land made for the purpose of adjusting boundary lines which do not create any additional lot, tract, parcel, site, or division; nor create any lot, tract, parcel, site, or division below the minimum requirement of the zoning ordinance, or further reduce the area or a dimension of a substandard lot, tract, parcel, site, or division (RCW 58.17.040.6; RDC 18.600.040.B).

The Community Development Director shall review boundary line adjustments through a Type I procedure. The City Engineer shall find that the adjustment will not interfere with the extension of any planned right-of-way, public utility easement or capital facility identified in the Capital Facilities Plan (RDC 18.600.040.B).

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 and that I am the owner of the premises where the work is to be performed or am acting as the owner's authorized agent. I further 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 the undersigned, 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.

All property owners who are a party to the lot line adjustment should sign below:

Print Name _____ Telephone Number _____

Signature _____ Date _____



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