



DEPARTMENT OF COMMUNITY DEVELOPMENT

621 Sheridan Street, Port Townsend, WA 98368

Tel: 360.379.4450 | Fax: 360.379.4451

Web: www.co.jefferson.wa.us/communitydevelopment

E-mail: dcd@co.jefferson.wa.us

BOUNDARY LINE AGREEMENT

Purpose

The Boundary Line Agreement (BL AGR) provides a procedure for County review whenever a point or line determining the boundary between two or more parcels of real property cannot be identified from the existing public record, monuments, and landmarks or is in dispute. RCW 58.04.007. Generally, state law permits affected landowners to resolve point or line identification or disputes by mutual agreement consistent with the procedures in Article VII JCC 18.35, in conformance with RCW 58.04.007. Boundary Line Agreements are approved by the Department of Community Development, as a Type I land use decision (administrative).

Process – Type I land use decision

Step 1 – Application, survey, fee, and written instrument submittal If a point or line determining the boundary between two or more parcels of real property cannot be identified from the existing public record, monuments, and landmarks, or is in dispute all of the affected landowners may agree to a description and marking of a point or line determining a boundary.

Step 2 – Determination of Completeness: Following submittal of your application, county staff will make a determination within 28 days as to whether your application is complete. Complete applications shall comply with JCC 18.40.100 and JCC 18.35.710.

Step 3 – Formal Application Review and Decision: Following the determination of completeness, The County will review the application and its contents for conformance with applicable Jefferson County code requirements and applicable local, state, and federal laws. Additional information may be requested to complete the application. After a satisfactory review, the Jefferson County Department of Community Development's Unified Development Code Administrator will issue a Type I land use decision.

Step 4 – Recording of Documents with the County Auditor: Upon approval of your BL AGR, a "record of survey" document must be prepared by a licensed land surveyor and recorded with the Jefferson County Auditor (see RCW 58.09 and WAC 332-130) within 90 days.

A boundary line agreement becomes effective once the required documents have been recorded with the county auditor, and the applicant has returned one copy of each recorded document bearing the county auditor's stamp verifying recording. No building or other site development permits will be granted until the applicant returns the copies of the recorded documents to the Department of Community Development.

Approval Criteria

The Jefferson County Department of Community Development and other appropriate County offices shall review the proposed Boundary Line Agreement application. This review may include, but is not limited to a review of the application, proposed legal descriptions, survey(s), written instrument, and compliance with this Article and applicable local and state laws or rules. Jefferson County Code 18.35.720.



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SUPPLEMENTAL APPLICATION BOUNDARY LINE AGREEMENT

MLA # _____ PROJECT/APPLICANT NAME: _____

Submittal Requirements

A completed Permit Application. Representative authorization is required if application is not signed by owner.

Boundary Line Agreement application fee, as set forth in the Jefferson County Fee Ordinance.

Three copies of a proposed written instrument for the boundary line agreement, including appropriate legal descriptions and a reduced 8.5" x 11" or 11" x 17" copy of the survey;

Three copies of a clean and legible survey drawing, consistent with the Survey Recording Act 58.09 RCW and Chapter 332-130 WAC, suitable for recording;

Please provide existing legal descriptions of all affected lots, tracts or parcels. (Attach additional sheets, if necessary.)

Parcel A: _____

Parcel B: _____

Parcel C: _____

Parcel D: _____

3. Please provide proposed legal descriptions of all affected lots, tracts or parcels. (Attach additional sheets if necessary.)

Parcel A: _____

Parcel B: _____

Parcel C: _____

Parcel D: _____

4. All owners of the subject properties must sign the application below to signify agreement to the proposed boundary line agreement.

The applicants hereby certify that all of the above statements are true, that the plot plan provides an accurate representation of the proposed boundary line agreement, and that the applicants hereby acknowledge that any permit issued on this application may be revoked if any such statement is found to be false.

a. _____ Date: _____

b. _____ Date: _____

c. _____ Date: _____

d. _____ Date: _____



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PERMIT APPLICATION

Steps in the Permit Process:

- Review application checklist to ensure all information is completed prior to submitting application.
- Make sure septic has been applied for and water availability has been proven.
- Make an appointment to meet with the Permit Technician by calling 360-379-4450.
- This is not a standalone application; it must be accompanied by a project specific supplemental application.**
- Fees will be collected at intake. Additional fees may apply after review and payment is required before permit is issued.

For Department Use Only	Building Permit #
Related Application #s:	MLA #

Site Information
Assessor Tax Parcel Number: _____
Site Address and/or Directions to Property: _____
Access (name of street(s)) from which access will be gained: _____
Present use of property: _____
Description of Work (include proposed uses): _____

Wastewater - Sewage Disposal	
This property is served by Port Townsend or Port Ludlow sewer system?	YES _____ NO _____
If not served by sewer identified above, identify type of septic system below:	
Type of Sewage System Serving Property:	
_____ Septic	Septic Permit #: _____
_____ Community Septic	Name of System: _____ Case #: _____
Are other residences connected to the septic system? _____	
Additions or repairs to sewage system: _____	
Is it a complete or partial system installation:	Complete _____ Partial _____
Has a reserve drainfield been designated?	Yes _____ No _____
Date of Last Operations & Maintenance check: _____	Attach last report to application
Describe or attach any drainfield easements, covenants or notices on title, which may impact the property:	

The authorized agent/representative is the primary contact for all project-related questions and correspondence. The County will mail / e-mail requests and information about the application to the authorized agent/representative and will copy (cc) the owner noted below. The authorized agent/representative is responsible for communicating the information to all parties involved with the application. It is the responsibility of the authorized agent/representative and owner to ensure their mailbox accepts County email (i.e., County email is not blocked or sent to "junk mail").

Applicant/Property Owner Information

Property Owner:

Name: _____
 Address: _____
 Phone #: _____ E-mail Address: _____
 _____ Please contact Authorized Agent/Representative with project info. (select only one).
 Property Owner Signature: _____ Date: _____

Note: For projects with multiple owners, attach a separate sheet with each owner(s) information and signatures.

Applicant: Authorized Agent/Representative (If other than owner)

Name: _____
 Address: _____
 Phone #: _____ E-mail Address: _____

Professional: Is this an Authorized Agent/Representative for this project? NO YES

Engineer _____ Architect _____ Surveyor _____ Contractor _____ Consultant _____
 Name: _____ License # _____
 Address: _____
 Phone #: _____ E-mail Address: _____

Professional: Is this an Authorized Agent/Representative for this project? NO YES

Engineer _____ Architect _____ Surveyor _____ Contractor _____ Consultant _____
 Name: _____ License # _____
 Address: _____
 Phone #: _____ E-mail Address: _____

Professional: Is this an Authorized Agent/Representative for this project? NO YES

Engineer _____ Architect _____ Surveyor _____ Contractor _____ Consultant _____
 Name: _____ License # _____
 Address: _____
 Phone #: _____ E-mail Address: _____

By signing this application form, the owner/agent attests that the information provided herein, and in any attachments, is true and correct to the best of his or her knowledge. Any material falsehood or any omission of a material fact made by the owner/agent with respect to this application packet may result in making any issued permit null and void.

I further agree that all activities I intend to undertake or complete associated with this permit will be performed in compliance with all applicable federal, state and county laws and regulations and I agree to provide access and right of entry to Jefferson County and its employees, representatives or agents for the sole purpose of application review and any required later inspections. Applicant may request notice of the County's intent to enter upon the property for visits related to this application and subsequent permit issuance.

Signature: _____ Print Name: _____ Date: _____