



REQUIRED APPLICATION MATERIALS

Updated 3/10/2025

Boundary Line Adjustment

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

PLEASE ATTACH THE FOLLOWING TO THE FORM:

- A fully filled out boundary line adjustment form.
- General Application form fully filled out and signed by a property owner for all lots involved (YCC16B.04.020(1)(a)).
 - a. For properties owned by a charity or corporation, submitting the Washington Secretary of State registered agent information is required;
 - b. If you are signing the application as the power of attorney, executor of a will, or similar, a copy of the legal documentation assigning such authority is required; and,
 - c. If the application is associated with a school district, fire district, or similar, it must be signed by a board member, commissioner, elected executive, or additional legal documentation indicating another person has signing authority for the entity.
- 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 (YCC19.30.060(6)(a)(i)).
- One 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).
- A Site Plan meeting all the requirements of YCC 19.30.070 and YCC19.30.071. Please note: If the Preliminary Survey provides all these requirements a site plan is not necessary.
- A complete "Narrative" describing the proposal addressing all criteria under YCC19.30.060(10)(a)(i-iv).
- An Owner's Commitment or Subdivision Guarantee (Title Report). This must be current within 60 days of submitting a complete application and meet the requirements of YCC 19.030.060(8) as outlined as follows:
 - a. The existing legal description of each parcel involved in the proposal;
 - b. Identify all 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. List all easements or restrictions affecting the properties being adjusted. Provide a description of the easements or restrictions purpose and reference the auditor's file number(s) and/or recording number(s).
- If you are utilizing the cluster option for the boundary line adjustment, then documentation of the legal water right is required (YCC12.08.050 and YCC19.34.020(5)(m)).
- Payment for all required planning division and additional fees (YCC16B.04.020(1)(e) and YCC Title 20). These fees do not include hearing examiner fees, final review fees, recording fees, and other potential fees from permits required upon review of the application.