

**CITY OF KALAMA
BOUNDARY LINE ADJUSTMENT
APPLICATION**

Please print in ink or type. Complete the application entirely. Attach the necessary documentation. *Your application will not be processed until it has been reviewed and determined complete.*

OWNER/SELLER _____				PURCHASER _____			
TELEPHONE _____				TELEPHONE _____			
MAILING ADDRESS _____				MAILING ADDRESS _____			
PARCEL NOS	TAX LOT NO'S	SQ. FEET (EXIST)	SQ. FEET (ADJUSTED)	PARCEL NOS.	TAX LOT NO'S.	SQ. FEET (EXIST)	SQ. FEET (ADJUSTED)

Site Location/Address: _____

Subdivision/DLC/Short Plat _____ Block _____ Lot #'s _____

OWNER/SELLER: W.M.	QUARTERSECTION _____	SECTION(S) _____	TOWNSHIP _____	RANGE _____
PURCHASER: W.M.	QUARTERSECTION _____	SECTION(S) _____	TOWNSHIP _____	RANGE _____

1. Attach a map that shows the proposed boundary line adjustment and submit an assessor's map showing the current ownership of the seller and purchaser. The map(s) must show the following:
 - a) existing property boundaries of owner/seller and purchaser;
 - b) proposed boundary after boundary line adjustment;
 - c) location of driveway(s) and all buildings, roads, utility lines, drainage ditches, etc.

2. Will access be affected by the boundary line adjustment? If yes, describe.

3. Are any easements areas impacted by the proposed boundary line adjustment? If yes, describe.

Date: _____ Signatures: Owner/Seller _____

Purchaser _____

FOR CITY USE ONLY

DEPARTMENT	APPROVED	DENIED	DATE	COMMENTS
PUBLIC WORKS				
BUILDING				
PLANNING				

City of Kalama

Incorporated 1890

BOUNDARY LINE ADJUSTMENTS

To apply for a Boundary or Lot Line Adjustment for previously platted property within the City of Kalama complete the application on the reverse side of this sheet and submit it to the City along with a \$200.00 application fee.

- 1.1 Complete the application in its entirety.
- 1.2 Attach a copy of survey map or plat map showing the property as currently platted and as proposed to be platted by the adjustment.
- 1.3 Once submitted along with the \$200.00 application fee, the application will be reviewed for completeness. Once complete the application will be evaluated by the City staff for approval.
- 1.4 Upon approval you will receive a copy of the approved application.
- 1.5 If the property included in the application is owned by one person, then that person may take the completed application, deed of ownership, and any other information the County may require to the Cowlitz County Assessor's office for finalization.
- 1.6 If the property is being exchanged by two owners, then the adjustment is treated as a sale of property and would be recorded as a part of the sale.

If you have any questions, please contact City Hall at (360) 673-4561.

CITY OF KALAMA
BOUNDARY LINE ADJUSTMENT
PROCEDURES

An application is completed and returned by the applicant along with the \$200.00 application fee. Application should contain the following:

- 6.1 Map showing the proposed boundary line adjustment
- 6.2 Assessor's map showing current ownership of the property(ies) involved and the

existing property boundaries.

- 6.3 Maps should also show all existing buildings, roads, driveways, utility lines, drainage ditches, etc.
- 6.4 Signatures of all parties.

Upon receipt of a complete application, the application will be reviewed by City staff (City Planner, Director of Public Works, Fire Marshal, Building Official, and City Attorney). If project is approved the applicant is notified and given copy of approved application.

If all parcels included in the application are owned by one person, the applicant should have the deed to the property showing the ownership and the changed legal description and the County may also require a survey. To complete the owner segregation, the paper work needs to be taken to the County Assessor's office.

If the parcels included in the application are owned by several parties, then a survey may be required. The transaction segregating the property is completed upon the "sale" of the property and it is recorded at the time of the sale. For the boundary line to be legal it has to be recorded with Cowlitz County.