



# BOUNDARY LINE ADJUSTMENT LOT CONSOLIDATION Information Sheet

## Purpose

A Boundary Line Adjustment (BLA) is a reconfiguration of property lines between two or more separate legal parcels. BLA's are not subdivisions and cannot create new parcels or building sites. A BLA proposal is subject to requirements outlined in the **Platting and Subdivision Ordinance, Title 18, Section 18.04.040(H)**.

Another form of a BLA is a **"Lot Consolidation."** A Lot Consolidation is used to combine two or more existing legal lots. Lot Consolidations remove legal lot lines to combine property.

## How Do I Apply?

Submit a completed application package to the Building Development Center with the applicable application fee. Complete package requirements are outlined on the application. Incomplete applications will not be accepted.

**Does the Property Need to be Surveyed?** A survey of the property is not required to go through the BLA process.

## Review Process and Timing

A BLA is reviewed under the Type I procedure. This means that staff is the review authority and the review time can be up to 58 days. The review time may take longer if a request for additional information is necessary. Public notification is not required. Workload may affect the review time.

Be prepared to work with other county departments during the review process. Planning staff will manage the project. This involves coordinating the review with Environmental Health, Public Works, and the Assessor's Office.

After all reviews are complete, the final BLA map is recorded with the Thurston County Auditor's Office. Prior to recording, the applicant will be notified of the recording fee amount. Once the recording fee is submitted, planning staff will record the final map.

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## Conveyance Deed

A newly recorded BLA map will be the most current representation of your parcel. After the BLA is recorded with the Thurston County Auditor's Office, it is your responsibility to record the conveyance deed with the Thurston County Auditor's Office. The deed may be prepared by you, a surveyor, or a title company. If a conveyance deed is not recorded, the Thurston County Assessor's Office will not recognize the BLA. This could result in incorrect taxation as well as the new parcel configuration not being officially mapped by the County. If all the parcels involved in the BLA have the same owner, a conveyance deed is not necessary. Please consult with the Thurston County Assessor's Office for more information.

## Fees

In addition to the BLA application fee, there is a separate fee to record the map and attachments with the Auditor's Office. This fee varies depending on the number of pages to be recorded.

The BLA application fee allots for so many hours of review time. An hourly bill will be generated when review times exceed the number of allotted hours. Refer to the Land Use Fee Schedule.

## Tax Certification

Prior to recording the approved BLA, a Tax Certification form must be signed by the Thurston County Treasurer's Office. The Treasurer will sign the form after verification that all current year and delinquent taxes and assessments on the entire project tract or tracts are paid in full per RCW 58.08.030. A copy of the signed form shall be provided to the Building Development Center.

## I Still Have Questions...

The information in this bulletin is a general guideline of the procedures and rules. You should not rely on this bulletin to identify the specific requirements for a project.

Thurston County Codes and application materials are available online at [www.thurstoncountymbdc.com](http://www.thurstoncountymbdc.com).