



A **boundary line adjustment** is the modification of a property line shared by existing parcels that does not result in the creation of any new lots. Also, lots may not be created that result in an undersized or uncomfortable lot. Another form of a boundary line adjustment is a **lot consolidation**, which is the merging of existing parcels into fewer parcels through the modification of shared property lines.

Application Requirements:

Please complete the boundary line adjustment application and attach legal descriptions of both the current and proposed lots. The legal descriptions must be written and certified by either a surveyor or title company. Additionally, a plat map showing the existing and proposed property lines must be submitted to the City for review. The map should be drawn to scale and show all structures and property lines.

In addition to submitting the above items, if the boundary line adjustment is between two different landowners, the Grantor Signature Sheet must also be completed and signed in front of a notary by both parties. However, if the boundary line adjustment is between parcels owned by the same landowner, then the Grantor Signature Sheet is not necessary and you must instead check the box on the application sheet (above the signature line) that attests that you are the legal owner of all properties involved.

Review Process:

After the City of Westport has received a complete application packet, a staff member will review the application and notify you when it is approved. This may take up to two weeks after staff has received a complete application packet.

After receiving notification from the City, the adjustment must be filed with the Grays Harbor County Auditors Office located at 100 W. Broadway, Suite 2 in Montesano. Filing is your responsibility, unless you would prefer to pay the City of Westport to file for you (see Fees below).

Fees:

There is a \$47.00 fee for the City to review a boundary line adjustment. After obtaining the City's approval, you must then file the adjustment with Grays Harbor County Auditors Office. Copies of the filing documents must be provided to the City to complete your file.

- ◆ If you would prefer that the City review your application and do the filing with the County, then the fee to the City is \$106.00.