

City of Castle Rock
Expedited Boundary Line Adjustment
Consistency Review Form

SUBMIT THIS FORM TO THE BUILDING & PLANNING DEPARTMENT

DEVELOPER

Name	Phone	E-mail	
Address	City	State	Zip

PROPERTY OWNER (FOR ALL SUBJECT PARCELS)

Name	Phone	E-mail	
Address	City	State	Zip

MASTER PLAN INFORMATION

Development Agreement	Project Phase
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LOCATION OF PARCELS:

Site Address: _____ **Cross Street:** _____

Tax Parcel Numbers: _____

AUTHORIZATION

I affirm that I am the Authorized Signatory for the subject sites and state that the information contained in this consistency review form, map, and supporting documents is true and correct to the best of my knowledge. I certify that this Boundary Line Adjustment does not create a new parcel as per RCW 58.17.040(6). Signatures on this form grant city staff authority to enter my property for the purpose of reviewing this expedited boundary line adjustment.

Authorized Signature (**Letter of authorization required if other than property owner**) _____ Date _____

Expedited Boundary Line Adjustment

Consistency Review Instructions

"Boundary Line Adjustment" Defined:

A boundary line adjustment (BLA) is the adjustment of property boundary lines which does not create any additional lot, tract, parcel, site, or division nor create any lot, tract, parcel, site, or division which contains insufficient area and dimension to meet minimum requirements of the zoning code or a building site.

Purpose:

Expedited boundary line adjustments may be recorded via a Consistency Review Process with the City of Castle Rock if properties proposed for adjustment are within an approved master plan and under common ownership. Property owners are required to submit a Consistency Notice to the City of Castle Rock for review prior to being recorded with the Cowlitz County Auditor to confirm compliance with applicable lot dimensions, setbacks, and other lot standards. All Boundary Line Adjustments shall follow the State and City code.

Procedure:

Upon receipt of submission for an expedited boundary line adjustment consistency review, the City of Castle Rock will:

1. Within seven (7) calendar days of submittal, the City designee shall determine if the Consistency Review package is **Counter Complete** and shall send the developer a letter stating such or identifying what additional information is required to make it counter complete.
2. The City designee shall review the Consistency Review package and provide a signed Consistency Notice to the developer within thirty (30) calendar days after the date the Consistency Review package was accepted as counter complete. Time spent by the developer to revise plans or provide additional information or materials requested by the City shall not be included in the 30-day period.

Note: The City of Castle Rock will notify the developer in a timely manner if the above review timelines are unable to be met due to substantial circumstances and will provide the developer with the anticipated review timeline.

3. Upon receipt of the signed Consistency Notice the developer shall record the legal description and exhibit of the newly configured lots with the Cowlitz County Auditor.
4. After recording the boundary line adjustment, the developer shall notify the City of Castle Rock and provide evidence of the recorded document to City of Castle Rock staff. The developer's surveyor shall install all monuments for the adjusted parcels and notify City staff of installation.

Expedited Boundary Line Adjustment

Consistency Review Submittal Requirements

The following checklist identifies information to be included with the consistency review. **All** items must be submitted, and/or addressed before the review package will be considered Counter Complete.

CONSISTENCY REVIEW FORM:

The form shall be completed and signed by the owner(s) of record or their authorized representative. If signed by an authorized representative, a letter of authorization signed by the owner of record identifying the authorized representative to act on their behalf shall accompany the application.

CONSISTENCY NOTICE:

The developer shall submit a completed copy of the Consistency Notice signed by the developer and master developer, or their authorized representatives, as outlined above.

NARRATIVE:

A narrative describing the reason for the boundary line adjustment.

COPY OF CURRENT APPROVED MASTER PLAN:

The developer shall submit a copy of the current approved master plan in which the property resides for consistency review.

CURRENT OWNERS DEED:

Copy of all property owners' recorded deeds, verifying current ownership.

SALES HISTORY:

Complete sales history of all parcels since 1969. Sales history shall be comprised of copies of all deeds or real estate contracts showing previous owners or divisions for the properties involved. It is used to verify the legal creation of the parcel and is available from either a title company or the Cowlitz County assessor's office.

BOUNDARY LINE ADJUSTMENT MAP SHOWING EXISTING & ADJUSTED CONDITIONS:

- Layout and dimensions of parcels drawn to scale (18 x 24-inch sheet size)
- Owner's name and mailing address
- Surveyor or engineer's name and mailing address
- The date, north point, and scale of the drawing
- Appropriate identification of the drawing as a Boundary Line Adjustment with the project phase identifier
- A vicinity map showing the phase in larger area adjacent to the site
- Address of each parcel including number and street name
- Area of existing and adjusted parcels in acres or square feet
- Location, width, lengths, and names of existing and adjusted parcels including:
 - Lot boundary lines with dimensions
 - Radius, length, central angle of all tangent curves
 - Radius, length, centered angle, long chord distance, and bearing of all non-tangent curves
 - Location and type of all permanent monuments within the development including initial point, boundary monuments, and lot corners
 - Identify reference points of existing surveys related to the parcels
 - Location and descriptions of all stakes, monuments, or other evidence found on the ground and used to determine the boundaries of the parcels
 - Identify any deed restrictions, reservations, or covenants attached to the parcels, if applicable
- Location and size of existing public and private utilities within or immediately adjacent to the parcels including:
 - Sanitary sewers
 - Water mains
 - Public storm drains
 - Culverts
 - Fire hydrants
 - Electrical lines

- Existing access routes including:
 - Public and private roads or alleys
 - Existing reservations or restrictions relating to site access
 - Right-of-way widths with centerline shown
 - Radius, length, central angle of all tangent curves
 - Radius, length, centered angle, long chord distance, and bearing of all non-tangent curves
- Location of all existing and proposed easements, denoted by dashed lines, including:
 - Recorded reference number, if applicable
 - Width, length, and bearing
- Location of adjusted lot corner monuments to be established **after** recording
- Written legal description of adjusted parcels
- Surveyor's certificate certifying that the individual is registered as a professional land surveyor in the state of Washington and certifies that the boundaries shown are based on actual survey of the land as described and that all lot corners have been staked on the ground as shown on the Boundary Line Adjustment map
- Note including confirmation of the signed and data Consistency Review Form

Note: The City designee reserves the right to waive any of the above survey and submittal requirements at their discretion if deemed not applicable or necessary to complete the consistency review process. The City designee may also require additional information pertaining to the adjusted parcel location and the immediate vicinity for review of the proposal. Variations of the above requirements will be reviewed by the City designee on a case-by-case basis.