

## **Steps to Complete a Boundary Line Adjustment.**

(06/14/2017)

**Disclaimer:** This document does not constitute legal advice, and it does not cover all aspects of the process. The intent is to give a very basic set of directions to help property owners complete the necessary steps of a Boundary Line Adjustment (B.L.A.).

**For assistance with a Boundary Line Adjustment (B.L.A.), contact a surveyor, especially for composition of the new legal descriptions.**

The B.L.A. document must contain legal descriptions of existing parcels and new legal descriptions for the resultant parcels. **Exhibit maps are essential to show intent of legal descriptions.**

Taxes must be paid in full for the current tax year, and on all preceding years, on all properties involved in a B.L.A., unless they meet the statutory exemption provided under RCW 58.04.007 and WAC 458-61A-109.

Bainbridge Island, Poulsbo, and Port Orchard have Boundary Line Ordinance/Review procedures; property owners in these cities must contact the city to do a B.L.A.

If a mortgage company is a lender on a parcel losing property in the B.L.A., obtaining a Partial Release of Interest from that lender is highly advised.

### **If all properties involved in the B.L.A. are owned by one person:**

- Create a Boundary Line Adjustment document, including existing and new legal descriptions and exhibit maps.
- Sign signature page before a Notary.
- Present the completed B.L.A. to the Kitsap County Treasurer's office for taxes paid verification.
- Present the B.L.A. to the Kitsap County Auditor's office for recording. (Note: The **first** page of the B.L.A. must have the 1/4, 1/4, Section, Township, Range **OR** the Plat Name, Lot #, Block # for indexing purposes.)

### **If there are two or more property owners involved in the B.L.A.:**

- Create a Boundary Line Adjustment document, including existing and new legal descriptions and exhibit maps.
- Complete conveyance document (ie. Quit Claim or Warranty Deed – see a title company or attorney for questions or assistance with this step)
- Sign signature page on B.L.A and Deed before a Notary.
- Present the completed B.L.A. to the Kitsap County Treasurer's office for taxes paid verification. Also present Deed with **Real Estate Excise Affidavit** (this form can be obtained from the Treasurer's office or their website <https://spf.kitsapgov.com/treas/Pages/default.aspx> )
- Present the B.L.A. and Deeds to the Kitsap County Auditor's office for recording. (Note: The **first** page of the B.L.A. and each Deed must have the 1/4, 1/4, Section, Township, Range **OR** the Plat Name, Lot #, Block # on it for indexing purposes.)