



Department of Community Development – Rafe Wysham, Director
619 Division Street
Port Orchard, WA 98366

STAFF REPORT

Boundary Line Adjustment Code

DATE: June 8, 2026
TO: Kitsap County Board of Commissioners
FROM: Garrett Ballew, Long Range Planner
SUBJECT: Boundary Line Adjustment Code

EXHIBITS:

1. Draft BLA Application Checklist
2. Draft BLA Over-the-Counter Review Checklist
3. Draft BLA Property Aggregation Checklist
4. Draft BLA Cover Sheet
5. Draft BLA Property Aggregation Cover Sheet

OVERVIEW

The Department of Community Development has prepared a new code section in KCC Title 16 *Land Division and Development* to address the requirements and process for Boundary Line Adjustments (BLAs) between properties and property aggregations. Corresponding revisions to existing code in KCC Titles 16, 17 *Zoning*, and 21 *Land Use and Development Procedures* have also been made for consistency.

SEPA

The DNS SEPA Determination of Non-Significance (DNS) was issued on December 29, 2025. The DNS Comment period ended January 13, 2026. No comments were received on the DNS.

PUBLIC COMMENT

Public comment was accepted and incorporated throughout the code development process. The

comment form was provided on the project website and was promoted through GovDelivery and by direct email to interested parties. Revisions were made to the draft BLA code based on public comments.

PUBLIC OUTREACH/PARTICIPATION

Public participation is an essential and required component for updating development regulations. The list below outlines the outreach and participation that has occurred to date.

- **Community Consultations and Stakeholder Engagement.** In summer and fall 2025, County staff consulted members of the local land surveying community for suggestions on development of the BLA code. The surveyors were also asked to provide comment on the draft code. The draft code and a request for comment was also sent to the Kitsap Building Association and the Kitsap Association of Realtors. A number of revisions to the October code draft were made in response to comments received, as presented in the final draft. In spring of 2026, presentations were made to the Puget Sound Chapter of the Land Surveyor's Association of Washington, and the Kitsap County Association of Realtors. Feedback and discussion from these meetings informed the development of the draft code and associated documents.
- **Internal Review.** To ensure internal consistency and correct implementation procedures, DCD Long Range Planning staff consulted with the Current Planning division, the County Surveyor, and the County Attorney's office.
- **Project Webpage.** Kitsap County created a dedicated webpage for the BLA code. The webpage provides an opportunity for the public to stay current with the code development and review process, as well as submit comments, sign up for notifications, and review all draft documents related to the update.
- **Planning Commission.** Staff briefed the Planning Commission on the draft code on November 18, 2025. Planning Commission work-studies were held January 6, 2026, and February 3, 2026. At these meetings staff received feedback from the Commissioners and from the public in attendance. A public hearing with the Planning Commission was held March 3, 2026, followed by deliberations March 17, 2026. The final motion of deliberations to approve the proposed Boundary Line Adjustment Code as presented by staff and amended by the Planning Commission resulted in a vote of 4 in favor and 4 opposed, and the motion did not pass. No Planning Commission recommendation was issued, and the proposal was forwarded to the Board of County Commissioners without recommendation. Planning Commission Findings of Fact occurred April 7, 2026.
- **Board of Commissioners.** Staff briefed the Board of County Commissioners on the draft code on November 15, 2025. A Board work-study was held January 26, 2026. Additional work studies occurred March 25, April 21, and May 18, 2026. The public hearing on the proposed ordinance will be held June 8, 2026, and will be followed by deliberations and potential adoption in summer of 2026.

BACKGROUND

The Department of Community Development has prepared a new code section in KCC Title 16 *Land Division and Development* to address property aggregations and boundary line adjustments (BLAs) between properties. Corresponding revisions to existing code in KCC Titles 16, 17 *Zoning*, and 21 *Land Use and Development Procedures* have also been made for consistency.

Kitsap County has no code or process that specifically regulates BLAs. This regulatory gap has resulted in creation of illegal lots, using BLAs to avoid subdivision requirements, lack of proper access to adjusted parcels, adjustments made across public rights-of-way or jurisdictional boundaries, clouded title, loss of income and opportunity when illegal lots are discovered, and complicated remediation of illegal lots. These outcomes create problems when land is purchased and when subsequent development is proposed. Without a review process, BLAs can conflict with existing regulations and plans, and cause difficulty and expense for current and future property owners.

A dedicated BLA code will ensure a consistent and equitable process for parcel adjustments, require adjusted properties to remain compliant with zoning and access requirements, and will align with state law. It will give property owners a predictable, fair, and authorized way to adjust property lines, while protecting the public interest. Importantly, it will reduce the introduction of additional and illegal lots to the rural land supply.

SUMMARY

The purpose of the BLA code is to provide an administrative process for reviewing and approving BLAs. A BLA will be a ministerial Type I permit, with the Department Director and their designee as the approval authority under KCC Chapter 21.04. The code's primary purpose is to allow minor reconfiguration of existing properties (including aggregations) without creating new lots, while ensuring consistency with state law and county development regulations.

The draft code expressly excludes true boundary agreements consistent with state law. Certain types of adjustments are prohibited outright, including adjustments to tracts and easements, as well as new adjustments across roads or rights-of-way. Additionally, adjustments may not result in parcels that cross zoning classifications, urban growth area boundaries, overlay districts, or County or City jurisdictional boundaries.

More specifically, a BLA may not create any additional properties, tracts, or parcels. All resulting properties must comply with applicable zoning standards for size, dimensions, and buildable area, with limited exceptions outlined in the draft code. BLAs may not require new public roads or infrastructure that require public expenditure, interfere with existing plat or permit conditions, or create adverse impacts to water supply, septic systems, or access.

Under the County's current development codes, resultant parcels must be buildable and accessible without the need for future variances or code exceptions, and applicants must record a statement acknowledging this limitation. Such language is included on the BLA Cover Sheet which must be acknowledged by signature of the property owner(s) and recorded with the BLA for future buyers to clearly see.

The code also prohibits using a series of adjustments to circumvent subdivision regulations or alter recorded plats, except where adjustments within a recorded plat do not affect dedications or recorded conditions.

The code also includes provisions for property aggregations. Aggregation may be used to combine nonconforming lots into a conforming parcel, but any merged property may only be subdivided in the future in accordance with Title 16. Approved mergers require recording of revised legal descriptions and survey documents, and applicants are encouraged to consider the County's Declaration of Aggregation program offered through the Auditors Office.

The code does not require critical area review, which is to occur during future review of development permits where needed. Therefore, BLA approval will not guarantee or imply that the subject property may be developed or subdivided or involved in further BLAs, as noted below.

The property owner(s) shall acknowledge on the application and by signature on BLA Cover Sheet that approval is subject to the following limitations:

- A. A BLA approval does not guarantee or imply that the subject property may be developed or subdivided or involved in further BLAs;
- B. Critical area and shoreline review has not been performed for the subject properties as part of the BLA review;
- C. Additional information and approvals may be required during review of a subsequent development or land use permit application; and
- D. Property configurations resulting from a BLA approval cannot be used to justify a future variance, buffer reduction, or other exception from County code.

Final approval of a BLA requires recording of all documents within one year, including maps, revised legal descriptions, and deeds, with all required county stamps.

NEXT STEPS

1. July 2026: Board of County Commissioners Deliberations
2. August 24, 2026: Potential Adoption
3. January 2027: Potential Implementation & Rollout

Exhibit 1

Boundary Line Adjustment Application Checklist

Type 1 Administerial Permit

Review Process Overview:

After a complete application is submitted to Kitsap County Department of Community Development (DCD) your Boundary Line Adjustment (BLA) permit will be reviewed by DCD and the Kitsap Public Health District (KPHD). A DCD planner will evaluate your proposal for compliance with zoning requirements, and KPHD staff will review for septic system and well setbacks. BLA permits are Type I administrative permits, which require the County to complete the first review cycle within 65 days, although typical review timelines are often shorter.

Submitting a complete application is critical to avoid delays. Ensure that your application includes all required items outlined in Phases 1 through 3 below.

Please Note: If your proposed BLA meets the criteria outlined in Kitsap County Code 16.64.020(A) you may choose to forego the online permitting process and instead meet with department planning staff for a free over-the-counter review. Use the separate Over-the-Counter BLA Review Checklist to view which documents you must bring to the Over-the-Counter review.

Phase 1: Legal Authority & Intent

These documents indicate you have the right to move the lines and explain what is being proposed.

- Signed [Property Owner Authorization Form](#):** Required if someone other than the owner (like a surveyor or consultant) is filing the permit on the owner's behalf.
- Signed BLA Cover Sheet:** Required for recording the adjustment at the Auditor's Office. It will need to be stamped by the DCD reviewer. Ensures the applicant understands the legal limitations and code requirements KCC 16.64.090 of the adjustment.
- Project Narrative:** A simple description of the proposal to help the reviewer understand the goal of the adjustment.
- Purchase & Sale Agreement (Optional):** An active agreement provides "Priority Review" status if the adjustment is a condition of a pending real estate closing.

Phase 2: Property Records & Conveyance

These items ensure the "before" and "after" property descriptions are legally accurate for the Assessor.

- Declaration of Boundary Line Adjustment:** Includes existing and proposed legal descriptions – the precise "metes and bounds" descriptions for every parcel involved. If

a record of survey is recorded for your BLA, the declaration must be recorded separately.

- Subdivision History:** Copy of recorded plat or short plat that created the property.
- Draft Conveyance Documents:** The Quit Claim or Statutory Warranty Deeds used to transfer the land between owners once approved.

Phase 3: BLA Map (Required Standards)

The map prepared by a professional Land Surveyor to define the new boundaries.

- Surveyor's Seal:** Must be signed and stamped by a Washington State Licensed Surveyor.
- Standard Map Elements:** North arrow, scale (both graphic and textual), and a project name.
- Parcel Identification:** All properties labeled numerically with existing and proposed lines clearly dimensioned.
- Area Table:** A "Before and After" chart showing the square footage/acreage for every property adjusted through the BLA.

Phase 4: Site Constraints (Recommended)

Showing these items may prevent delays by proving adjusted lines will not create issues with setbacks or utilities. The below are not all site constraints that may exist on a parcel (eg, there may be topographical or environmental constraints).

- Access & Easements:** Existing/proposed roads, rights-of-way, and recording numbers for current easements.
- Existing Infrastructure:** The location(s) of:
 - Structures;
 - Road approaches;
 - Existing on-site sewage systems including any approved reserve drainfield areas; and
 - Wells with their 100' protective well radii shown. This is recommended when adjusted boundary line(s) will be located within fifty feet of an existing well.

Boundary Line Adjustment Over-the-Counter Review Checklist

Review Process Overview:

If your proposed Boundary Line Adjustment (BLA) meets the criteria outlined in Kitsap County Code 16.64.020(A) you may choose to forego the online permitting process and instead meet with department planning staff for a free over-the-counter review.

A Kitsap County Department of Community Development planner will evaluate your proposal for compliance with zoning requirements, and Kitsap Public Health District staff will review for septic system and well setbacks.

Use this BLA Over-the-Counter Review Checklist to see which documents you must bring to your Over-the-Counter review. Providing all required documents is critical to avoid delays. Ensure that you provide all required items outlined in Phases 1 through 3 below.

Phase 1: Legal Authority & Intent

These documents indicate you have the right to move property lines and explain what you are doing.

- Signed [Property Owner Authorization Form](#):** Required if someone other than the owner (like a surveyor or consultant) is filing the permit on the owner's behalf.
- Signed BLA Cover Sheet:** Required for recording the adjustment at the Auditor's Office. It will need to be stamped by the DCD reviewer. Ensures the applicant understands the legal limitations and code requirements KCC 16.64.090 of the adjustment.

Phase 2: Property Records & Conveyance

These items ensure the "before" and "after" property descriptions are legally accurate for the Assessor.

- Declaration of Boundary Line Adjustment:** Includes existing and proposed legal descriptions – the precise "metes and bounds" descriptions for every parcel involved. If a record of survey is recorded for your BLA, the declaration must be recorded separately.
- Subdivision History:** Copy of the recorded plat or short plat that created the property.
- Draft Conveyance Documents:** The Quit Claim or Statutory Warranty Deeds used to transfer the land between owners once approved.

Phase 3: BLA Map (Required Standards)

The map to define the new boundaries.

- **Standard Map Elements:** North arrow, scale (both graphic and textual), and a unique project name.
- **Parcel Identification:** All properties labeled numerically with existing and proposed lines clearly dimensioned.
- **Area Table:** A "before and after" chart showing the square footage/acreage for every property adjusted through the BLA.

Phase 4: Site Constraints (Recommended)

Showing these items may prevent delays by proving adjusted lines will not create issues with setbacks or utilities. The below are not all site constraints that may exist on a parcel (e.g., there may be topographical or environmental constraints).

- **Access & Easements:** Existing/proposed roads, rights-of-way, and recording numbers for current easements.
- **Existing Infrastructure:** The location(s) of:
 - Structures;
 - Road approaches;
 - Existing on-site sewage systems including any approved reserve drainfield areas; and
 - Wells with their 100' protective well radii shown. Recommended when adjusted boundary line(s) will be located within fifty feet of an existing well.

Boundary Line Adjustment Property Aggregation Over-the-Counter Review Checklist

Review Process Overview:

A Kitsap County Department of Community Development planner will evaluate your proposal for compliance with zoning requirements.

Use this Checklist to see which documents you must bring to your Over-the-Counter review. Providing all required documents is critical to avoid delays. Ensure that you provide all required items outlined in Phases 1 through 3 below.

Phase 1: Legal Authority & Intent

These documents indicate you have the right to move property lines and explain what is being proposed.

- Signed [Property Owner Authorization Form](#):** Required if someone other than the owner (like a surveyor or consultant) is filing the permit on the owner's behalf.
- Signed Boundary Line Adjustment Property Aggregation Cover Sheet:** Required for recording the aggregation at the Auditor's Office. It will need to be stamped by the DCD reviewer.

Phase 2: Property Records & Conveyance

These items ensure the "before" and "after" property descriptions are legally accurate for the Assessor.

- Declaration of Boundary Line Adjustment:** Includes existing and proposed legal descriptions – the precise "metes and bounds" descriptions for every parcel involved.

Phase 3: Site Constraints (Recommended)

Showing these items may prevent delays by proving adjusted lines will not create issues with setbacks or utilities. The below are not all site constraints that may exist on a parcel (eg, there may be topographical or environmental constraints).

- Access & Easements:** Existing/proposed roads, rights-of-way, and recording numbers for current easements.
- Existing Infrastructure:** Show the location(s) of:
 - Structures;
 - Road approaches;
 - Existing on-site sewage systems including any approved reserve drainfield areas; and
 - Wells with their 100' protective well radii shown. Recommended when adjusted boundary line(s) will be located within fifty feet of an existing well.

Name and Mailing Address

Boundary Line Adjustment Cover Sheet

The Recorder is required to use only the information you provide on this cover sheet to index the document. Type or print legibly.

Auditor's File Number of Document(s) Referenced: _____

Grantor(s) person(s) that conveys, sells or grants interest in property: _____

Grantee(s) person that buys, receives or to whom conveyance of property is made: _____

Abbreviated Legal Description:

- Quarter, Quarter, Section, Township, Range (and Government lot # if applicable); **OR**
- Plat/Condo Name, lot or unit number, building or block number; **OR**
- Short Plat, Large Lot number, lot number **and** auditor file number

Assessor's 14-digit Tax Parcel Numbers: _____

Applicant Acknowledgement:

I, the undersigned applicant, hereby acknowledge and affirm that I have applied for a Boundary Line Adjustment (BLA) and understand that approval of the BLA is subject to the limitations set forth below and as detailed in Kitsap County Code 16.64:

- BLA approval does not guarantee or imply that the subject property may be developed, subdivided or involved in further BLAs.
- Critical area and shoreline review was not performed for the subject properties during the BLA review.
- Additional information, review, and approvals may be required during review of any subsequent development, land division, or land use permit applications.
- Property configurations resulting from a BLA approval cannot be used to justify a future variance, buffer reduction, or other exception from Kitsap County Code.

I certify that I have read, understand, and agree to the statements above.

Property Owner's Signature(s): _____

Department Stamp:

Exhibit 5

Name and Mailing Address

Boundary Line Adjustment Property Aggregation Cover Sheet

The Recorder is required to use only the information you provide on this cover sheet to index the document. Type or print legibly.

Auditor's File Number of Document(s) Referenced: _____

Grantor(s) person(s) that conveys, sells or grants interest in property: _____

Grantee(s) person that buys, receives or to whom conveyance of property is made: _____

Abbreviated Legal Description:

- Quarter, Quarter, Section, Township, Range (and Government lot # if applicable); **OR**
- Plat/Condo Name, lot or unit number, building or block number; **OR**
- Short Plat, Large Lot number, lot number **and** auditor file number

Assessor's 14-digit Tax Parcel Numbers: _____

Department Stamp: