

## **PUBLIC REVIEW DRAFT**

### **Boundary Line Adjustment Code KCC Chapter 16.04.xxx**

**10/6/2025**

#### **A. Purpose.**

The purpose of this section is to provide an administrative process for reviewing and approving adjustments to property lines between abutting properties. Boundary line adjustments are intended to be used in accordance with the provisions of [WAC 458-061A.109](#).

#### **B. Applicability and Exemptions.**

This chapter applies to boundary line adjustments between existing properties, including those involving mergers or aggregations. For the purposes of this section, “property” is a generic term that applies to all original or resulting lots, tracts, parcels, sites, or divisions; when a more specific term is used, the definition of that term in Chapter 16.10 shall apply. Boundary line agreements used solely to resolve boundary disputes consistent with [RCW 58.04.007](#) are exempt from the provisions of this chapter.

#### **C. Adjustments Prohibited.**

1. Adjustments of tracts, easements, vacated rights-of-way, and tax title strips are not permitted. For the purposes of this section, “tax title strip” is a narrow, often unusable strip of land associated with a tax-foreclosed property, which may have been created by surveying or platting errors.
2. No boundary line adjustment shall result in a property that crosses a zoning district boundary, urban growth area boundary, overlay district, or jurisdictional boundary.

#### **D. Permit Type and Review Authority.**

Applications for boundary line adjustments shall be processed as a ministerial Type I application under [Chapter 21.04](#). The department director is authorized to review and approve, approve with conditions, or deny the application based on compliance with this chapter and other applicable county codes.

#### **E. Review Criteria.**

The Director shall approve a boundary line adjustment only if the following criteria are met:

1. No additional property, tract, parcel, or division results from the adjustment.
2. All resulting properties comply with applicable zoning standards for total area, buildable site, and dimensions, except that the Director may allow a boundary line adjustment for an existing nonconforming property if its degree of nonconformance to applicable zoning standards is not increased and no nonconformance is created or increased on other properties. Nonconformities apply to, but are not limited to, property size, setbacks, and dimensions.
3. No new public roads or extensions of public infrastructure would be required solely to serve the adjusted properties.
4. No conflicts with existing plat or permit conditions are created, and no existing plat or permit conditions are diminished, reduced, or eliminated.
5. All easements, access, and utilities are maintained or properly modified.
6. No adverse impacts on drainage, critical areas, water supply, septic systems, access, or utilities will result.
7. The adjustment is not part of a concurrent or sequential series of multiple proposed adjustments which would circumvent the subdivision regulations in Chapter 16.40, including but not limited to having the effect of altering a recorded plat.
8. The adjustment will not create the need for an exception or variance to the County's land use or development codes.
9. The adjustment will not create a building site from or on tracts or easements.
10. Properties proposed to be served by onsite sewage disposal systems must be reviewed and approved by the Kitsap County Health District. Applicants must demonstrate compliance with applicable health and sanitation standards, including minimum separation distances between structures and wells or septic systems located both on the subject properties and nearby properties.

#### **F. Property Combinations.**

Boundary line adjustments may be used to permanently merge or aggregate abutting properties under the following conditions:

1. Properties, before or after adjustments, may not be separated by a dedicated right-of-way.
2. Properties that do not individually meet current development standards may be combined to create a conforming lot.
3. Following approval, revised legal descriptions and survey maps, prepared in accordance with state law, must be recorded with the County Auditor.
4. Mergers result in new permanently-established properties, and they may only be subdivided in the future according to the requirements of [Title 16](#).

#### **G. Legal Lot Determination.**

When a boundary line adjustment is proposed under this chapter, legal lot determination may be deemed satisfied if the lots to be adjusted were previously determined legal under subsection 1., or the adjustment resolves discrepancies discovered in the determination process.

#### **H. Recording and Signature Requirements.**

Within one year of approval of the application, the applicant is required to record all final documents with the County Auditor, including the survey map signed and stamped by the Surveyor and any deeds conveying property. Recording shall be at the expense of the applicant. The applicant shall obtain all required signatures prior to recording, including those of the County Auditor, County Treasurer, and department director.

#### **I. Submittal Requirements**

Submittal requirements shall be specified in the BLA application guide and the submittal checklist and forms prepared by the Department.

#### **J. Pre-Application Conference**

Prior to submittal of an application for a boundary line adjustment, applicants are encouraged, but are not required, to schedule an hourly-rate meeting as provided in [Section 21.04.120](#).