

BASIC STEPS FOR COMPLETING A BOUNDARY LINE ADJUSTMENT

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 (BLA). **For assistance with a BLA, contact a surveyor, especially for composition of the new legal descriptions.**

The BLA 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 through the current tax year, on all properties involved in a BLA, unless they meet the statutory exemption provided under **RCW 58.04.007** and **WAC 458-61A-109**.

Bainbridge Island, Poulsbo, Port Orchard and Bremerton have Boundary Line Ordinance/Review procedures. Property owners within city limits must contact their respective city to do a BLA.

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

If All Properties Involved in BLA Are Owned by One Party:

- Create a Boundary Line Adjustment document, including existing and new legal descriptions and exhibit maps.
- Sign signature page on BLA before a Notary.
- Present completed BLA to the Kitsap County Treasurer's Office for taxes paid verification.
- Present completed BLA to the Kitsap County Auditor's Office for recording. **Note:** first page of BLA must have the Quarter-Quarter and Section-Township-Range OR the Plat Name, Lot # and Block #, for indexing purposes.

If Two or More Property Owners Involved in BLA:

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