



**CITY OF HOQUIAM
PUBLIC WORKS DEPARTMENT**

Brian Shay
City Administrator

BLA# _____

Date
Application Accepted

Application for Boundary Line Adjustment
(12/2010)

APPLICANT:

NAME _____ PHONE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

CONTACT PERSON:

NAME _____ PHONE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

ENGINEER/SURVEYOR:

NAME _____ PHONE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PARCELS TO BE ADJUSTED:

Parcel (A) ASSESSOR'S TAX PARCEL NUMBER(S) (APN) _____

SITE ADDRESS _____

SUBDIVISION _____ BLOCK _____ LOT _____

CURRENT ZONING _____

SIZE (PRIOR TO ADJUSTMENT) _____ (AFTER ADJUSTMENT) _____

LEGAL PROPERTY OWNER(S) _____ PHONE _____

MAILING ADDRESS _____ CITY _____

STATE _____ ZIP _____ EMAIL _____

Parcel (B) ASSESSOR'S TAX PARCEL NUMBER(S) (APN) _____

SITE ADDRESS _____

SUBDIVISION _____ BLOCK _____ LOT _____

CURRENT ZONING _____

SIZE (PRIOR TO ADJUSTMENT) _____ (AFTER ADJUSTMENT) _____

LEGAL PROPERTY OWNER(S) _____ PHONE _____

MAILING ADDRESS _____ CITY _____

STATE _____ ZIP _____ EMAIL _____

Parcel (C) ASSESSOR'S TAX PARCEL NUMBER(S) (APN) _____

SITE ADDRESS _____

SUBDIVISION _____ BLOCK _____ LOT _____

CURRENT ZONING _____

SIZE (PRIOR TO ADJUSTMENT) _____ (AFTER ADJUSTMENT) _____

LEGAL PROPERTY OWNER(S) _____ PHONE _____

MAILING ADDRESS _____ CITY _____

STATE _____ ZIP _____ EMAIL _____

PLEASE USE ADDITIONAL PAPER IF THERE ARE MORE THAN 3 PARCELS INVOLVED

WATER SOURCE AND SEWAGE DISPOSAL METHOD FOR:

LOT 1: _____

LOT 2: _____

LOT 3: _____

WILL ANY ROAD BE ALTERED, VACATED, OR DEDICATED ___ YES ___ NO

SHORELINE ___ YES ___ NO PLATTED ___ YES ___ NO

WILL ANY NEW ACCESS (INGRESS/EGRESS) TO A PUBLIC RIGHT-OF-WAY BE CREATED?

___ YES ___ NO

ARE THERE ANY STRUCTURES ON ANY OF THE PROPERTIES INVOLVED IN THE BOUNDARY LINE

ADJUSTMENT? ___ YES ___ NO

I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF WASHINGTON THAT THE FOREGOING IS TRUE AND CORRECT.

SIGNATURE OF APPLICANT/OWNER

DATE

SIGNATURE OF APPLICANT/OWNER

DATE

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DATE

SIGNATURE OF APPLICANT/OWNER

DATE



MATERIALS REQUIRED PRIOR TO SUBMITTAL

1. WRITTEN DATA AND FEES – **THREE (3) SETS** OF THE INFORMATION (LISTED BELOW) SHALL BE SUBMITTED – **UNLESS OTHERWISE INDICATED.**
APPLICATION WHICH SHALL CONTAIN:
 - A. NAME, ADDRESS AND PHONE NUMBER OF LAND OWNER, APPLICANT AND CONTACT PERSON
 - B. INTENDED USES
 - C. A CURRENT TITLE REPORT OR UPDATE OF TITLE REPORT ISSUED NO MORE THAN 60 CALENDAR DAYS PRIOR TO THE APPLICATION.
 - D. ASSESSOR'S PARCEL NUMBERS OF EXISTING PARCELS
 - E. FEES AS SPECIFIED IN THE FEE SCHEDULE
 - F. SIGNATURE OF ALL OWNERS AS SHOWN ON THE TITLE REPORT, AND AUTHORIZATION FOR ANY AGENT TO ACT ON BEHALF OF OWNERS
2. MAP DATA
 - a. NAMES OF LAND OWNERS
 - b. NAMES OF PROPOSED BOUNDARY ADJUSTMENT
 - c. COMMON LANGUAGE DESCRIPTION OF THE GENERAL LOCATION OF THE LAND DIVISION
 - d. MAP AT A COMMON ENGINEERING SCALE OF BOUNDARIES OF EXISTING PARCELS THAT ARE CONTRIBUTING TO OR RECEIVING LAND FROM THE PROPOSED ADJUSTMENT
 - e. APPROPRIATE LOCATION AND LABELING OF ANY DISPUTED OR UNDETERMINED PROPERTY LINES PROPOSING TO BE RESOLVED BY THE ADJUSTMENT
 - f. CLEAR DEPICTION OF PROPERTY LINES PROPOSED FOR ADJUSTMENT WHICH IDENTIFIES EXISTING PROPERTY LINES (INDICATED BY HEAVY BROKEN LINES) AND PROPOSED PROPERTY LINES (INDICATED BY HEAVY SOLID LINES)
 - g. LEGAL DESCRIPTION AND AREA OF ORIGINAL PARCELS
 - h. LEGAL DESCRIPTION AND AREA OF PROPOSED ADJUSTED PARCELS
 - i. APPROXIMATE LOCATION AND NAMES OF EXISTING ROADS IDENTIFIED AS EITHER PUBLIC OR PRIVATE
 - j. APPROXIMATE LOCATION OF EXISTING BUILDINGS AND EXISTING ON-SITE SEPTIC SYSTEMS AND WELLS
 - k. APPROXIMATE LOCATIONS OF EXISTING UTILITIES AND INFRASTRUCTURE
 - l. VICINITY MAP
 - m. COMMON ENGINEERING MAP SCALE/NORTH ARROW/SHEET NUMBERS (ON EACH SHEET CONTAINING A MAP)
 - n. SECTION, TOWNSHIP, RANGE AND MUNICIPAL AND COUNTY LINES IN THE VICINITY
 - o. GENERAL BOUNDARIES OF THE SITE WITH GENERAL DIMENSIONS SHOWN

FEES AND OTHER EXPENSES

APPLICATION FEES: \$400.00

Other Costs You Will Encounter: Mylar map and survey, city consulting engineering review fees, inspection fees

Other Costs You Might Encounter: Soil Tests, road construction, well drilling, public utility installation, critical areas consultant, shoreline review fees, fill and grade permit, Department of Ecology General Construction Stormwater permit, and other outside agency permits.

Proof of Agency / Hold Harmless Agreement

PROPERTY ADDRESS: _____

PERMIT TYPE: _____ PERMIT NUMBER: _____

PROOF OF AGENCY

A Proof of Agency is required for the acceptance of any application where the permit applicant ("Agent") is not the recorded owner of the property ("Owner"). If the Owner is a corporation, LLC, LLP, or partnership, this form must be completed and signed by the Chief Executive of the entity that holds ownership of the property in question.

Owners which apply for permits on their own behalf do not need to complete this form. All other applicants must fully complete this form, including the Owner's signature, before the City of Hoquiam will process any application documents. Each separate application must include an original, fully executed Proof of Agency/Hold Harmless Agreement.

TO BE COMPLETED BY OWNER:

I, _____
(print name of property owner or, in case of corporation, LLC, LLP or partnership, company Chief Executive)
as the owner of the above-referenced property, hereby authorize the person or entity outlined below (the "Agent") to act as my sole agent regarding the above-referenced property, and further stipulate that the Agent may act on my behalf for purposes of filing applications for decisions, determinations, permits, or review under any applicable Hunts Point Codes, and further stipulate that the Agent has full power and authority to perform, on my behalf, all acts necessary to enable the Town to process or review applications, issue permits, authorize revisions, and perform inspections required under all codes in force. **I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.**

[Signature of Property Owner/Chief Executive]

[Date]

[Contact Address]

[City]

[State] [Zip]

[Phone]

[Fax]

TO BE COMPLETED BY AGENT

_____		_____	
[Print name of Agent]		[Title]	
_____		_____	
[Contact Address]	[City]	[State]	[Zip]
_____		_____	
[Phone]		[Fax]	

Hold Harmless Agreement

A Hold Harmless Agreement is required for the acceptance of *any application*, and *must* be signed by the property owner. If the Owner is a corporation, LLC, LLP, or partnership, this form must be completed and signed by the Chief Executive of the entity that holds ownership of the property in question. ***There are no permits or circumstances under which the City will accept an application without an executed Hold Harmless Agreement.***

TO BE COMPLETED BY OWNER:

I, _____			
(print name of property owner or, in case of corporation, LLC, LLP or partnership, company Chief Executive as the owner of the above-referenced property, hereby agree as a condition of permit application and/or issuance, to protect, defend, and hold harmless the city of Hoquiam, its officers, agents and employees, and to indemnify them from all liability, loss and expense, including reasonable attorneys fees, that the City of Hoquiam, its officers, agents and employees may incur by reason of accepting this application and/or issuing this permit, and all other acts taken by the City of Hoquiam relating to the work described under the permit documents including but not limited to plans examination, issuance of permit(s), inspection and approval of construction and issuance of certificates of occupancy, to the extent that any such liability, loss and expense results from any errors or the misrepresentation of any material fact in the permit application documents, whether negligent or intentional. I further certify that I am the owner of the property referenced at the top of this document. I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.			
_____		_____	
[Signature of Property Owner/Chief Executive]		[Date]	
_____		_____	
[Contact Address]	[City]	[State]	[Zip]
_____		_____	
[Phone]		[Fax]	