



## **BOUNDARY LINE ADJUSTMENT CHECKLIST & INSTRUCTIONS (Ordinance 1999-06)**

The following steps and procedures must be completed before the Boundary Line Adjustment (BLA) process may be finalized. NOTE: Each application is unique and there may be additional requirements.

- When filling out the application please keep all writing within the border.
- All Boundary Line Adjustment applications require City Council approval.
- Ferry County Property Taxes and/ or Special Assessments must be paid in full.
  - For Current Use – if needed, request removal from Ferry County Assessor's Office.
- Ownership of subject properties must be identical to the deeds.
- Submit a completed *Certificate of Consent* (Page 3 of this packet) for each person that has an interest in this land. This document requires notarization, available for no fee at City Hall.
- Submit completed application and non-refundable application fee of \$50.00 (fifty dollars) to the City of Republic (Ord. 2007-14 – subject to change on approval of Ordinance or Resolution.)
  - Submitted application will include conveying documents(s) i.e. Quit Claim Deed or Corrected Deed.
- It is the applicant's responsibility to record the approved Boundary Line Adjustment with the Ferry County Auditor.
  - Submitted application, property descriptions, Surveys, and Certificate of Consent must be on legal size paper (8 ½ x 14)
  - Applicant must pay all recording fees to the Ferry County Auditor's Office.
  - The original filed documents must be returned to the City of Republic, and a copy will be sent to the applicant.

---

### **CITY OF REPUBLIC**

987 S. CLARK AVE | P.O. BOX 331 REPUBLIC, WA 99166

PHONE: 509-775-3216 | FAX: 509-775-2571

WWW.CITYOFREPUBLIC.ORG