



# Boundary Line Adjustment – Application Form

A COMPLETE APPLICATION is required at the time of submittal.

## REQUIRED SUBMITTALS:

1. Application form
2. Application Fee - \$750.00
3. Current title report
4. One (1) physical copy and one (1) electronic copy of the preliminary Record of Survey  
(See attached checklist for Record of Survey requirements)
5. Legal descriptions of the areas being transferred. The area being transferred must be described in a deed format by a metes and bounds description and recorded at the Kootenai County Recorders Office upon approval.

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Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Filing Capacity:

\_\_\_\_\_ 1. Recorded property owner as of \_\_\_\_\_

\_\_\_\_\_ 2. Purchasing (under contract) as of \_\_\_\_\_  
(written authorization of the underlying owner is required and must be attached)

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Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Filing Capacity:

- \_\_\_ 1. Recorded property owner as of \_\_\_\_\_
- \_\_\_ 2. Purchasing (under contract) as of \_\_\_\_\_  
(written authorization of the underlying owner is required and must be attached)

Surveyor:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email address: \_\_\_\_\_

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Street Address: \_\_\_\_\_

Total Area Involved: \_\_\_\_\_ acres / \_\_\_\_\_ square feet

Lot Size Created: Lot 1 \_\_\_\_\_ Lot 2 \_\_\_\_\_

Existing Land Use: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_

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**REQUIRED CERTIFICATIONS**

**CERTIFICATION OF APPLICANT**

I, \_\_\_\_\_, being duly sworn, attest that I am the applicant of this request and know the contents thereof to be true to my knowledge.

STATE OF \_\_\_\_\_ )  
  ) ss.  
County of \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public, personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed herein and who executed the foregoing instrument and acknowledged to me that they voluntarily executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year in this certificate first above written.

\_\_\_\_\_  
Notary Public for: \_\_\_\_\_  
Residing at: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

**CERTIFICATION OF APPLICANT**

I, \_\_\_\_\_, being duly sworn, attest that I am the applicant of this request and know the contents thereof to be true to my knowledge.

STATE OF \_\_\_\_\_ )  
County of \_\_\_\_\_ ) ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public, personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed herein and who executed the foregoing instrument and acknowledged to me that they voluntarily executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year in this certificate first above written.

\_\_\_\_\_  
Notary Public for: \_\_\_\_\_  
Residing at: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

**CERTIFICATION OF INTEREST HOLDER:** Mortgagee and all other persons having an interest in the land and boundary being adjusted, must consent to the filing of this application.

I have read and consent to the filing of this application as an interest holder of record of the area being considered in this application.

Interest Holder #1:  
Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

STATE OF \_\_\_\_\_ )  
County of \_\_\_\_\_ ) ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public, personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed herein, and who executed the foregoing instrument on behalf of said corporation and acknowledged to me that said corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year in this certificate first above written.

\_\_\_\_\_  
Notary Public for: \_\_\_\_\_  
Residing at: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

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**CERTIFICATION OF INTEREST HOLDER:** Mortgagee and all other persons having an interest in the land and boundary being adjusted, must consent to the filing of this application.

I have read and consent to the filing of this application as an interest holder of record of the area being considered in this application.

Interest Holder #2:

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

STATE OF \_\_\_\_\_ )  
County of \_\_\_\_\_ ) ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public, personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed herein, and who executed the foregoing instrument on behalf of said corporation and acknowledged to me that said corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year in this certificate first above written.

\_\_\_\_\_  
Notary Public for: \_\_\_\_\_  
Residing at: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

## BOUNDARY LINE ADJUSTMENT CHECKLIST

Subdivision Name: \_\_\_\_\_

Lots: \_\_\_\_\_ Block: \_\_\_\_\_

- |     |   |                          |       |
|-----|---|--------------------------|-------|
| 1.  | 18" x 27", 3" margin at left end; 1/2" on other sides.            | <input type="checkbox"/> | _____ |
| 2.  | One physical and one electronic copy of the BLA Record of Survey. | <input type="checkbox"/> | _____ |
| 3.  | North Arrow.  | <input type="checkbox"/> | _____ |
| 4.  | Scale.  | <input type="checkbox"/> | _____ |
| 5.  | Signed, stamped, & dated by Idaho licensed surveyor.              | <input type="checkbox"/> | _____ |
| 6.  | Subdivision name.   | <input type="checkbox"/> | _____ |
| 7.  | Section/Township/Range.   | <input type="checkbox"/> | _____ |
| 8.  | City/County/State.  | <input type="checkbox"/> | _____ |
| 9.  | Legend.   | <input type="checkbox"/> | _____ |
| 10. | Vicinity map.   | <input type="checkbox"/> | _____ |
| 11. | Easements: location, width & purpose.                             | <input type="checkbox"/> | _____ |
| 12. | Lot and block numbers.  | <input type="checkbox"/> | _____ |
| 13. | Street names.   | <input type="checkbox"/> | _____ |
| 14. | Bearings & distances of all lines.                                | <input type="checkbox"/> | _____ |
| 15. | Exterior boundary corners & lot corners.                          | <input type="checkbox"/> | _____ |
| 16. | Location of any/all structures & distance to property line.       | <input type="checkbox"/> | _____ |
| 17. | Location of any/all water and sewer services.                     | <input type="checkbox"/> | _____ |
| 18. | Any special setback lines.  | <input type="checkbox"/> | _____ |
| 19. | Legal descriptions of areas being transferred.                    | <input type="checkbox"/> | _____ |
| 20. | Acreage of areas being transferred.                               | <input type="checkbox"/> | _____ |
| 21. | Cd'A Streets & Engineering Department signoff.                    | <input type="checkbox"/> | _____ |
| 22. | Cd'A Planning Department signoff.                                 | <input type="checkbox"/> | _____ |
| 23. | Cd'A Building Department signoff.                                 | <input type="checkbox"/> | _____ |

## **BOUNDARY LINE ADJUSTMENT PROCEDURE**

Per city of Coeur d'Alene Ordinance #3485, the applicability and process for completing a boundary line adjustment in the city of Coeur d'Alene has been established. All of the steps in the process as outlined in Section 16.10.030: APPROVAL, must be addressed to successfully complete the procedure. Deviation from the approved procedure will result in rejection of the boundary line adjustment.

### **BOUNDARY LINE ADJUSTMENTS**

#### **16.10.010: APPLICABILITY**

The provisions of this chapter establish the requirements for adjustment of boundary lines of platted lots or legally created un-platted parcels. Boundary adjustments will not be approved for lots that were not legally created. An application for a boundary line adjustment may be submitted to adjust a single common boundary between two adjoining legal lots or parcels if the proposed boundary adjustment does not:

1. Create any additional lots;
2. Include any lots or parcels which are not legal lots, as defined by City ordinance;
3. Impair existing access or easements, or create the need for new easements or access to any adjacent lots;
4. A boundary line adjustment has not been completed on the subject lot(s) within the previous 365 calendar days of the recorded date.

#### **16.10.020: APPLICATION**

An application for a boundary line adjustment must be filed with the city engineer on a designated form along with such other information as may be required. The application must include a current title report for the affected properties and three (3) copies of a scaled drawing of the proposed adjustment showing the following;

1. All existing and proposed boundaries of the affected lots with dimensions
2. All existing structures with dimensions and distances to existing and proposed boundaries
3. Existing sewer and water services to the affected lots
4. Existing street frontages and accesses of each lot

The city engineer will refer copies of the application to the planning director and building official for review and comment.

#### **16.10.030: APPROVAL**

Once the application has been accepted and comments forwarded to the applicant, a record of survey must be submitted for review and approval by the city engineer. The record of survey must contain a certificate of approval for the city engineer. The city engineer will approve the boundary line adjustment only after determining that all of the following conditions have been met.

1. Only one common lot line between two lots or parcels is being adjusted.
2. Both lots were legally created.
3. No additional lots have been created.
4. No more than two deflection points are being set on the adjusted line.
5. The accompanying warranty deed accurately describes the property to be transferred by a meets and bounds description recorded with the Kootenai County recorder and referenced by instrument number on the record of survey.
6. All resulting lots adhere to the site performance standards set forth in titles 15 and 17 of the city code.
7. No existing easements or access have been impaired or the need for new easements or access to the subject lots or adjacent lots has been created.
8. The adjusted lots are served by sanitary sewer and water services. Lots shall not be adjusted so that they do not, or cannot, have sewer and water services that conform to applicable city policies and standards.
9. The record of survey has been prepared by an Idaho licensed surveyor in conformance with the requirements of Idaho state statutes and this chapter.
10. All new property corners have been monumented as generally required by this title and Idaho code.  
Upon determining that all of the above requirements have been met, the city engineer will affix his certificate of approval to the record of survey.

**16.10.040: ISSUANCE OF BUILDING PERMITS**

No building permits will be issued on lots or parcels whose boundaries have been adjusted without the approval of the city engineer, nor will they be issued on lots or parcels whose boundaries are being adjusted until the all the requirements of this chapter have been met and the record of survey and warranty deeds recorded.

A Record of Survey (IC 55-1904), completed by an Idaho licensed surveyor (IC 55-1902(10)), is required when ANY property is manipulated for the purpose of Lot Line Adjustment.

**The Record of Survey shall include the following statements:**

1. Record of Survey of “ ..... ” for the purpose of boundary line adjustment.

**The following statement shall be placed on all lot line adjustments submitted to the City:**

City of Coeur d’Alene Approval

This Record of Survey meets the requirements set forth in the City of Coeur d’Alene Municipal Code, Title 16, Section 16.10 .

\_\_\_\_\_  
Streets & Engineering Department

Date: \_\_\_\_\_