



Skamania County
Community Development Department
Building/Fire Marshal • Environmental Health • Planning
Skamania County Courthouse Annex
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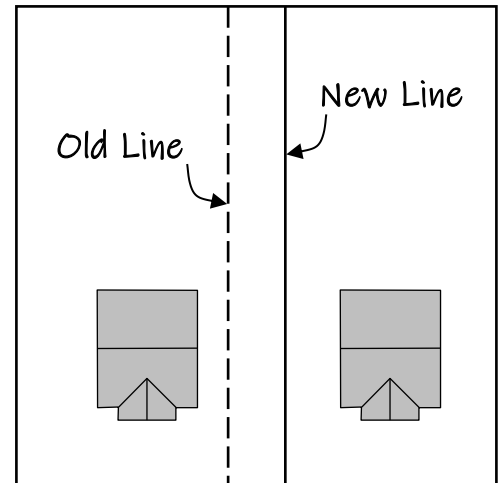
BOUNDARY LINE ADJUSTMENTS & EXEMPT LAND DIVISIONS INFORMATIONAL PACKET

Boundary Line Adjustments

A Boundary Line Adjustment is a legal process to move a property line or lines between two adjacent properties. A Boundary Line Adjustment **does not** create any new lots, it just moves property lines.

REQUIREMENTS (See SCC 17.68.030)

- No parcel that meets or exceeds the minimum lot size for its zone designation may be adjusted so that it would become less than the minimum lot size.
- If a parcel is already below the minimum lot size (non-conforming) it can be adjusted so that it becomes smaller, but cannot result in a parcel that would be unbuildable.
- A boundary line adjustment cannot be used to circumvent platting requirements. For example, no boundary line adjustment can be used to reduce a twenty-acre lot that was created by exemption below twenty acres in size.
- Boundary line adjustments within the Columbia River Gorge National Scenic Area (NSA) will require the approval of an NSA Land Use Application.
- The words "Boundary Line Adjustment" must appear above or below the title of the deed.
- The following paragraph must appear somewhere on the deed:
 - *The purpose of this deed is to affect a boundary line adjustment between adjoining parcels of land owned by Grantor and Grantee; it is not intended to create a separate parcel, and is therefore exempt from the requirements of RCW 58.17 and the Skamania County Subdivision code. The property described in this deed cannot be segregated and sold without conforming to the State of Washington and Skamania County Subdivision laws.*



PROCESS

- You will need a legal description for the area to be adjusted or for each of the adjusted parcels. It is recommended that the legal descriptions be prepared by a licensed surveyor. These legal descriptions will be used in the deeds that transfer ownership of the adjusted area.
- Once you have the legal description and deed prepared, take them to the Assessor's Office for review.
- After the Assessor's Office has verified the legal descriptions, bring your documents to the Community Development Office for approval. Usually, this approval can be granted same day, but review may take longer so make sure to plan ahead. The Community Development Department will review the deeds for:
 - "Boundary Line Adjustment" Label
 - Required paragraph (see above and SCC 17.68.030(C))
 - Consistency with minimum lot size and dimensional requirements (including setbacks) and with the requirements of SCC 17.68.030
 - Consistency with NSA approval, if applicable

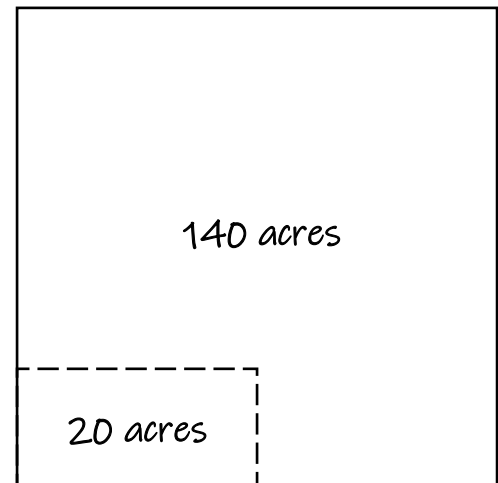
- If your boundary line adjustment can be approved, a Planner will stamp and sign the deed.
 - **Please note:** The Community Development Department may require that you submit a survey map in order to verify that the proposed boundary line adjustment can be approved.
- The deed is then taken to the Assessor's Office for their final signature/sign-off.
- An excise tax form must be filed with the Treasurer's Office, and the fees paid. For the amount of the fee, call the Treasurer's Office at (509) 427-3760.
- You can then take the deed to the Auditor's Office for recording.

20-acre Land Division Exemption

The 20-acre exempt process is a simple way to divide large parcels of land without the need to go through the plat approval process. This process is exempt from the Subdivision and Short Plat provisions of Title 17 of the Skamania County Code and RCW 58.17. Each resulting parcel must be at least 20 acres in size and the final acreage must satisfy the minimum parcel size of the zone in which it is located.

REQUIREMENTS (See SCC 17.04.010(B(2)) and 17.64.040(B))

- All resulting parcels must be at least one-thirty-second of a section of land, or twenty acres or larger if the land is not capable of description as a fraction.
- Both parcels must satisfy the minimum parcel size of the zone in which they are located. For example, land in the Commercial Resource Lands 40 zone can be divided through this process, but each parcel must be at least 40 acres in size in order to satisfy the minimum parcel size.
- Land divisions within the Columbia River Gorge National Scenic Area (NSA) will require the approval of an NSA Land Use Application.
- The words "Boundary Line Adjustment" must appear above or below the title of the deed.



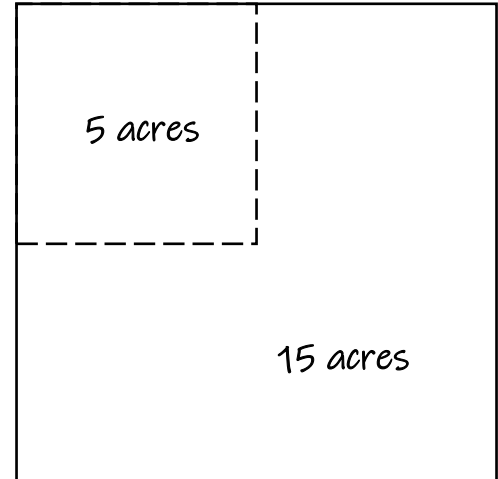
PROCESS

- You will need a legal description for each newly created parcel. It is recommended that the legal descriptions be prepared by a licensed surveyor. These legal descriptions will be used in the deeds that are recorded to create the new parcels.
- Once you have the legal description and deed prepared, take them to the Assessor's Office for review.
 - **Please note:** The resulting parcels are considered new parcels. Land in a Current Use Program for tax purposes (Designated Forest, Farm & Agriculture, Open Timber) may be affected by a change in use such as a land division. Please check with the Assessor's Office to determine what effects this may have on your property to avoid possible penalties.
- After the Assessor's Office has verified the legal descriptions, bring your documents to the Community Development Office for approval. Usually, this approval can be granted same day, but review may take longer so make sure to plan ahead. The Community Development Department will review the deeds to make sure that each new parcel is at least 20 acres in size and to verify the minimum lot size required in the zoning designation.
 - The County will not review your parcel for development suitability, access, critical areas, water availability, or sewage disposal. It is your responsibility as the landowner to ensure that the newly created lot will meet all land use requirements.
- If your division qualifies for the 20-acre exemption, a Planner will stamp and sign the deed.
 - **Please note:** The Community Development Department may require that you submit a survey map in order to verify that the proposed land division can be approved.
- The deed is then taken to the Assessor's Office for their final signature/sign-off.
- An excise tax form must be filed with the Treasurer's Office, and the fees paid. For the amount of the fee, call the Treasurer's Office at (509) 427-3760.
- You can then take the deed to the Auditor's Office for recording.

One-time 5-acre Land Division Exemption

The one-time 5-acre exempt process allows you to create one 5-acre lot without the need to go through the plat approval process. This process is exempt from the Subdivision and Short Plat provisions of Title 17 of the Skamania County Code and RCW 58.17. This option is available only for parcels that were in existence in their current configuration on January 1, 2020, and that have not already used this one-time exemption.

While this process is an easier, low-cost way of creating a parcel, the county does not verify that the resulting parcels meet all standards for development. Before you will be able to build on a parcel created through this process, you will need to show that you meet all land development regulations, including standards for access, water availability, sewage disposal, zoning uses and setbacks, and preservation of critical areas and buffers.



REQUIREMENTS (See SCC 17.04.010(B(7)) and 17.64.040(H))

- The parent parcel from which the proposed parcel to be segregated from was in existence in its current configuration on January 1, 2020. Parcels created after this date do not qualify for this exemption.
- Both resulting parcels must be at least five acres in size and shall satisfy the minimum parcel size of the zone in which they are located.
- Land divisions within the Columbia River Gorge National Scenic Area (NSA) will require the approval of an NSA Land Use Application.
- The following paragraph must appear somewhere on the deed:
 - *Skamania County provides no warranty that this parcel has been reviewed for buildability, water availability, sewer, or access. Buyers shall perform their own due diligence regarding the ability to develop, obtain water, develop a septic system, and access the parcel.*
- The words "Boundary Line Adjustment" must appear above or below the title of the deed.

PROCESS

- You will need a legal description for each newly created parcel. It is recommended that the legal descriptions be prepared by a licensed surveyor. These legal descriptions will be used in the deeds that are recorded to create the new parcels.
- Once you have the legal description and deed prepared, take them to the Assessor's Office for review.
 - **Please note:** The resulting parcels are considered new parcels. Land in a Current Use Program for tax purposes (Designated Forest, Farm & Agriculture, Open Timber) may be affected by a change in use such as a land division. Please check with the Assessor's Office to determine what effects this may have on your property to avoid possible penalties.
- After the Assessor's Office has verified the legal descriptions, bring your documents to the Community Development Office for approval. Usually, this approval can be granted same day, but review may take longer so make sure to plan ahead. The Community Development Department will review the deeds to make sure that each new parcel is at least 5 acres in size and to verify the minimum lot size required in the zoning designation. The Department will also verify that the parcel qualifies for this exemption.
 - The County will not review your parcel for development suitability, critical areas, water, or septic. It is your responsibility as the landowner to ensure that the newly created lot will meet all land use requirements.
- If your division qualifies for the one-time 5-acre exemption, a Planner will stamp and sign the deed.
 - **Please note:** The Community Development Department may require that you submit a survey map in order to verify that the proposed land division can be approved.
- The deed is then taken to the Assessor's Office for their final signature/sign-off.
- An excise tax form must be filed with the Treasurer's Office, and the fees paid. For the amount of the fee, call the Treasurer's Office at (509) 427-3760.
- You can then take the deed to the Auditor's Office for recording.

For More Information

- **COMMUNITY DEVELOPMENT DEPARTMENT** – For questions about minimum lot size, zoning, standards for future development, or general questions about these processes, call (509) 427-3906.
- **ASSESSOR'S OFFICE** – For questions about legal descriptions and current use programs, call (509) 427-3740.
- **AUDITOR'S OFFICE** – For questions about recording, including fees and document formatting, call (509) 427-3730.