



BOUNDARY ADJUSTMENT CHECKLIST

Boundary Adjustment Criteria (Section 16.04.115)

1. The subdivision involves only two lots or parcels.
2. Must not result in the reconfiguration of a lot into one which does not meet all other requirements of the Delta Municipal Code including, but not limited to, those related to such land use and development considerations as zoning, building setback restricts for existing structures, and depth requirements for new frontage.
3. Must not result in the creation of a new lot or parcel.
4. Must not result in elimination of access from any lot or parcel to the street system.
5. The subdivision shall comply with the design standards of Section 16.04.070.

Required Application Materials

- Completed **Application Form**, signed by all current property owners (additional documentation may be required if the property is held by a Trust, LLC, or other entity)
- Acknowledgement of Fees Form**, signed by applicant
- A **Final Plat** that meets all requirements defined in the Subdivision Regulations under Section 16.04.050(E)(4), except that some certificates may not be necessary (e.g., the Engineer's Certificate), including: 1 digital copy in PDF format and 1 printed hard copy (optional)
- Title Commitment(s)** for the property dated within 6 months of application, or an older commitment with an update letter from the issuing title company dated within 6 months (a copy of the current deed(s) and all other title documents, an Owners and Encumbrances Report, or other title work may be acceptable in certain cases)
- Application Fee** (see current fee schedule)
- Recording, fire hydrant, utility tapping, and other fees may also apply

Additional Information

- Digital application materials may be emailed to comdev@cityofdelta.net.
- This checklist is advisory only and does not replace requirements in the City of Delta Municipal Code. Refer to the applicable Code requirements when preparing the application materials.
- If all criteria are met, this type of request can be processed administratively.
- It is the applicant's responsibility to prepare and record any new deeds required as a result of the subdivision approval.
- **Expiration:** The plat will expire if the following requirements are not met within 90 days following final approval, unless otherwise allowed at the City's discretion. No Final Plat will be recorded until:
 - All of the required improvements are installed, inspected, and approved, or secured.
 - 1 reproducible mylar of the Final Plat in final form and executed by all required parties except the City, and 1 digital copy of the Final Plat in a format acceptable to the City, are submitted.
 - Payment to the City of all reimbursable expenses has been received.