

# BOUNDARY LINE ADJUSTMENT (BLA) SUBMITTAL CHECKLIST



Snohomish County  
Planning and Development Services

## Submittal Checklist Items

All applications are accepted online at [www.mybuildingpermit.com](http://www.mybuildingpermit.com) (MBP). The correct path on MBP is: *Application Type: Land Use, Project Type: New, Activity Type: Land Division, Scope: Boundary Line Adjustment.*

All BLA applications must include the following items at the time of submittal:

1. \_\_\_\_\_ **Application.** At [www.mybuildingpermit.com](http://www.mybuildingpermit.com) upload an original, completed BLA application.
2. \_\_\_\_\_ **Affidavit of Boundary Line Adjustment.** Upload an original, completed Affidavit of Boundary Line Adjustment.

The signature section for conveyors and receivers must include the signatures of all individuals with an ownership interest in the boundary line adjustment. Property owned in common by married individuals must include the signatures of both spouses. In cases where a married spouse holds sole interest in the property, a document confirming this shall be provided. Any signature made on behalf of a corporate entity must be accompanied by acceptable proof of authority documentation. The acknowledgement section must include the notarization of all signatures.

3. \_\_\_\_\_ **Legal Descriptions.** Upload revised legal descriptions. These shall be certified by a licensed surveyor or title company.
4. \_\_\_\_\_ **Copy of Ownership Documents.** Upload current ownership documentation in the form of recorded deed and/or printed Assessor tax account property record. Deeds and tax account property records can be obtained online from the Auditor and Assessor.
5. \_\_\_\_\_ **Conveyance Documents.** When two or more parties will exchange property through a boundary line adjustment, preliminary conveyance documents in the form of deeds shall be uploaded.
6. \_\_\_\_\_ **Boundary Line Adjustment Map or Record of Survey (ROS).** In order to graphically depict boundary line changes, all BLA applications must be accompanied by maps to show the existing and proposed arrangement of the subject lots. When only one boundary line is proposed for change, a BLA Map will suffice this requirement. However, if multiple BLA are proposed, a Record of Survey is required.

A BLA Map or ROS must be uploaded. BLA Maps shall be submitted on sheets sized 8½" x 11" or 8½" x 14" while maps for the ROS shall be submitted on sheets sized 18" x 24". The configuration of lots shall be shown as before and after the proposed BLA. A map specifically showing the conveyance may also be presented if desired. The adjustment of lots may be shown on multiple pages. If they are provided on multiple pages, then each page of the BLA Map or ROS shall be clearly noted with a title (e.g. "Before", "After", and/or "Conveyance") and page numbering within the title block (e.g. "Sheet 3 of 4").

An ROS, when required, must comply with all requirements set forth by Washington State in RCW 58.09 and WAC 332-130-050.

Additionally, all maps presented must include the following elements unless otherwise noted:

A. *Standard Formatting*

- North arrow
- Legend
- Title block in the lower right corner or bottom of the page with ROS name, surveying company contact information, drawing scale, sheet number (if applicable), and quarter section location.
- Engineer's scale graphically depicted and noted in text using a standard ratio of length (e.g., 1"=20'; not ¼"=10').
- On ROS, a line for the Auditor's recording file number or Auditor's Certificate block.
- Land surveyor's certification stating: "This map represents a survey made by me or under my direction in conformance with the requirements of the Survey Recording Act at the request of [*insert name person or entity*] in [*insert month*], [*insert year*]."
- Land surveyor's stamp dated and pierced with an original signature.
- Ensure that there are no instances of line through text.

B. *Surveying Data*

- Bearings and distances of all existing and proposed lot boundaries.
- Line and curve tables, if necessary.
- Location of all monuments and corners, both found and set in the field, including date visited.
- Identify the original and adjusted lot sizes either in a table or on the lots themselves.
- Identify lots to be modified as "Lot A", "Lot B", etc., or "Lot 1", "Lot 2", etc. consistently and consecutively or in accordance with underlying platted or previously adjusted lots (e.g. "Lot 5" of Sturgeon Way Short Plat or "Lot C" of 15-101010-BLA).

C. *Boundary Line Adjustment Details*

- Existing interior lot boundaries with dashed lines and proposed lot boundaries with solid lines.
- Locations of all existing onsite wells, drainfields, and structures.
- Distances of structures, wells, and drainfields from existing and proposed lot lines.
- All existing and proposed easements shall be shown. Easements to be vacated shall be noted. When relevant, indicate distances between proposed easements and structures.
- All existing and proposed road network elements on or adjacent to the lots in the BLA shall be shown regardless of whether they are public or private. Include the width of any new proposed network element.
  - Street names shall be included wherever applicable. Note the type (e.g. public or private) of all road network elements.
  - For existing private roads and easements granting access to lots in the BLA, indicate the relevant Auditor File Number(s).

7. \_\_\_\_\_ **Vicinity Map.** A map showing the general vicinity for the project with the subject properties highlighted shall be provided as a page in the submittal. This shall be scaled at 1" = 500'.

8. \_\_\_\_\_ **Substandard Lot Calculations.** In the event that substandard lots are proposed to increase in nonconformity with respect to lot size and/or lot width, provide a worksheet with calculations to show that the proposed changes do not exceed the 50% modification

maximum in SCC 30.41E.100(8). If not applicable, uploading a document stating that it is n/a is acceptable.

9. \_\_\_\_\_ **Platted Lot Requirements.** In the event that the BLA will modify platted lots, a narrative must be provided explaining how the BLA will not violate any conditions set forth by the recorded plat. A copy of the plat must be provided with the narrative. If conditions or graphical restrictions of the plat would otherwise be modified by recordation of the BLA, a plat alteration would be required in order for the BLA to be approved.

10. \_\_\_\_\_ **Fees.** Filing fee(s) paid via MBP in accordance with SCC 30.86.140

11. \_\_\_\_\_ **Corrections to a previously recorded BLA.** See the following PDS webpage: [Boundary Line Adjustments | Snohomish County, WA - Official Website \(snohomishcountywa.gov\)](http://www.snohomishcountywa.gov/Boundary-Line-Adjustments)

- 1.) Log into your account on [www.mybuildingpermit.com](http://www.mybuildingpermit.com) (MBP) to submit a BLA correction.
  - a.) The correct path on MBP is: *Application Type: Land Use, Project Type: New, Activity Type: Land Division, Scope: Boundary Line Adjustment Correction.*
- 2.) Submit the completed Affidavit of Correction form. This is required so the Planner can verify this is a correction to a scrivener's or typographical errors, only. All other changes to boundary lines require submittal of a new BLA Application. There is a link to the Affidavit of Correction form on our website located on the BLA page. Link: [Boundary Line Adjustments | Snohomish County, WA - Official Website \(snohomishcountywa.gov\)](http://www.snohomishcountywa.gov/Boundary-Line-Adjustments)
- 3.) If the BLA has a previously recorded **Record of Survey** (ROS) map, you will also need to submit a corrected ROS map.
- 4.) The corrected BLA ROS map must include the items in the **MISCELLANEOUS** section below.
- 5.) You will be notified when the correction is approved, or if there are comments to address.
- 6.) After approval, if the BLA is a correction to a previously recorded BLA that did not include an ROS map, you will be asked to record the Affidavit of Correction. If the previous BLA did include an ROS map, you will be required to record the corrected BLA ROS map, only. (See map requirements below.)
- 7.) After recording, provide the project Planner with the recording number for inclusion in the file. Emailing this information is best.

WAC 332-130-050 states, "The following checklist applies to land boundary survey maps and plans, records of surveys, plats, short plats, **boundary line adjustments**, and binding site plans required by law to be filed or recorded with the county...."

**MISCELLANEOUS**

- If the function of the document submitted **is to change a previously filed record**, it must also have:
  - A title identifying it as a correction, amendment, alteration or change to a previously filed record.
  - A note itemizing the changes.
- For records of survey:
  - The sheet size must be 18" x 24".
  - The margins must be 2" on the left and 1/2" for the others, when viewed in landscape orientation.
  - In addition to the map being filed there must be two prints included in the submittal; except that, in counties using imaging systems fewer prints, as determined by the auditor, may be allowed.

**AUTHORITY:** Section 30.70.030 of the Snohomish County Code authorizes the Director of Planning and Development Services to establish and revise submittal requirements for all permit applications. These requirements are hereby established as shown above and shall be on file with the department. Due to site-specific circumstances, the Director or his designee may waive individual requirements on a case-by-case basis.