



BOUNDARY LINE ADJUSTMENT SUBMITTAL CHECKLIST

Project File Number: ___ – _____ – BLA

Acceptance Date: ___ / ___ / _____

Submittal Checklist Items

All Boundary Line Adjustment applications must include the following items at the time of submittal:

1. _____ **Application.** Provide an original completed Boundary Line Adjustment application.
2. _____ **Affidavit of Boundary Line Adjustment.** Provide an original plus five copies of a 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 notary of all signatures inked in the application.

3. _____ **Legal Descriptions.** Revised legal descriptions shall be certified by a licensed surveyor or title company.
4. _____ **Copy of Ownership Documents.** Provide one copy of 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, respectively.
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 provided. These do not need to be signed by the parties.
6. _____ **Boundary Line Adjustment Map or Record of Survey.** In order to graphically depict boundary line changes, all boundary line adjustment 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 Boundary Line Adjustment Map will suffice this requirement. However, if multiple boundary line adjustments are proposed, a Record of Survey will be required.

Five copies plus an original version of each Boundary Line Adjustment Map or Record of Survey must be provided. Boundary Line Adjustment Maps shall be submitted on sheets sized 8½” x 11” or 8½” x 14” while maps for the Record of Survey shall be submitted on sheets sized 18” x 24”. The configuration of lots shall be shown as before and after the proposed boundary line adjustment. 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 Boundary Line Adjustment Map or Record of Survey 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”).

A Record of Survey 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 Record of Survey 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 1/4"=10').
- On Record of Survey, 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 Stoneburner 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 as defined by the International Building Code.
- 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 road elements on or adjacent to the lots in the boundary line adjustment shall be shown regardless of whether they are public or private.
 - Driveways providing access to the lots within the boundary line adjustment shall be shown.
 - Access easements providing access to the lots within the boundary line adjustment shall be shown.
 - Street names shall be included wherever applicable. Note the type of all road elements.
 - For private roads and easements granting access to lots in the boundary line adjustment, indicate the relevant Auditor File Number(s).
 - The width of the road element shall be dimensioned.

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).

9. ____ **Platted Lot Requirements.** In the event that the boundary line adjustment will modify platted lots, a narrative must be provided explaining how the boundary line adjustment 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 boundary line adjustment, a plat alteration would be required in order for the boundary line adjustment to be approvable.
10. ____ **Fees.** Filing fee(s) paid to the PDS Cashier in accordance with SCC 30.86.

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.