



BOUNDARY LINE ADJUSTMENT

Online application submittal is required through www.MyBuildingPermit.com,
select Land Use > Any Project Type > Land Division > Boundary Line Adjustment

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This identifies minimum application elements necessary for Community Development and Public Works to accept the application for further processing. Should any of the following minimum items not be provided, the application will not be accepted. The City will take up to 28 days to make a completeness determination.

General requirements:

Applicant

Staff

- A completed Development Review Billing form (form D)
- Application fee due at submittal: see Land Use and Planning Fees form C

A Boundary Line Adjustment is a recorded survey and must comply with all requirements of RCW 58.09 (Survey Recording Act) and WAC 332-130-050 (Survey Map Requirements). The following information must be included on the survey:

Applicant

Staff

- Plan Set including:
 - Legal description(s) of the parcels to be adjusted, verbatim from a current title report
 - All existing lots, tracts, parcels, rights-of-way and easements shown in light or medium line weights using various dashed line types.
 - Recording numbers and a brief description of any easements, maintenance agreements, covenants, restrictions, etc., affecting the subject property.
 - Final lots shown with heavy line weights and solid lines, with lot designations and areas in square feet.
 - Lines subject to adjustment are clearly labeled as New Line, Old Line or Line To Be Removed (in the case of lot combination).
 - Sufficient geometry to accurately locate all lots, tracts, parcels and easements.
 - All existing structures with their locations indicated by measurements perpendicular to the adjusted property lines.
 - An owner's declaration (to be signed and acknowledged before a notary public by all parties having any ownership interest in the lands to be adjusted, after the map sheets are approved by the City during review)
 - Hard copy of BLA plan set shall be submitted to the City after all departments have reviewed and approved the proposed BLA submittal documents

Other submittal items required:

Applicant

Staff

- Current title report for properties being adjusted (dated no earlier than three months prior to date of application)
 - All easements listed in the title report must be shown on the face of the map
- Lot closure calculations submitted by the licensed land surveyor
 - A CD with the map information in the latest AutoCAD format and mylars of the approved maps will be required prior to recording.

Pre-application meetings are mandatory for Type II and higher applications. Additionally, the City will conduct pre-application meetings for projects below the mandatory threshold if requested by the applicant. The fee for a non-mandatory pre-application meeting will be determined based on the staff time to prepare and attend the pre-application meeting.

The Map Format

- Size 18" x 24"
- Format shall be per WAC332-130-050, Survey Map Requirements.
- Final drawings shall be provided on mylar along with a digital copy on CD using the latest AutoCad format.

The Mapping Requirements:

- Name, business address and business phone number of licensed land surveyor (company) responsible for preparing the map.
- A title block in the lower right corner on all sheets containing the following:
 - Title "RECORD OF SURVEY/BOUNDARY LINE ADJUSTMENT FOR (owners last names "Brown/Smith)
 - City of Bothell w/logo
 - City case number (this should be added before final approval and recording and will be given to the applicant after the initial review)
 - Sheet numbers and total number of sheets
 - Date prepared

First sheet information

- Recorders Certificate (lower left corner first sheet only)
- Name and address of the owner(s) of the parcels
- Certification of the surveyor and the date of the survey
- Certification of consent by the parcel owners
- All beneficiaries of the deeds of trust must be given a sign-off on the face of the map
- Notary certificates
- Approval statements for city departments. (Director of Community Development)
- Land surveyor seal w/signature. (all sheets and in permanent black ink)
- The acreage before and after for each parcel
- Vicinity map
- Tax parcel numbers
- Zoning designation of the property(s)
- The section, township and range or government lot
- Description of the parcels before adjustment.

The Mapping

- Scale w/scale bar
- North arrow
- Legend
- Existing boundary lines to be changed in dashed lines
- Proposed boundary lines marked in heavy solid lines
- Location of all existing structures and/or easements on the lots
- Location of any critical areas and their buffers (wetlands, geologically hazardous areas, streams, frequently flooded areas, etc.
- Show set mon's at all new lot line angle points and intersections
- Show the location and identification of any visible physical appurtenances (fences, buildings etc)
- All dimensions to hundredths of a foot

The following may be required before recording:

A quitclaim deed of just that parcel being exchanged in a format that can be recorded. It must be signed and sealed by a PLS.

NOTE: Other items may be required to be submitted for a Boundary Line Adjustment Application to be consistent with the Bothell Municipal Code.