



BOUNDARY LINE ADJUSTMENT

Submit your application online at www.MyBuildingPermit.com.

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This intake checklist 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 at the counter. The City will take up to 28 days to make a completeness determination.

Applicant: Check each box under the Applicant heading on this checklist to confirm items are included in your submittal. A Permit Technician will check off each box under Staff when the item is confirmed to be included in the submittal package.

General requirements:

Applicant

Staff

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

Application requirements in accordance with 15.04.020 and 15.06.020)

Applicant

Staff

- (5) five** complete plan sets (first sheet and map sheet).....
- Legal descriptions prepared by a licensed professional land surveyor or other qualified individual....
- Pertinent survey data compiled as a result of a survey made by or under the supervision of a licensed land surveyor in the state and engaged in land surveying. The short plat shall contain the acreage, scale, north arrow, datum, bench marks, certification of the surveyor and the date of the survey.
- Application contents:
 1. Name and address of the owner(s) of the tract;
 2. The owners of adjacent land and the names of any adjacent subdivisions;
 3. Lines marking the boundaries of the proposed lots;
 4. Approximate locations of existing streets and ways or easements for such streets and ways within and adjacent to the tract;
 5. Legal description of the property boundary and dimensions of all proposed lots;
 6. Name and business address and business phone number of the licensed land surveyor.
- Survey map requirements per WAC 332-130-050

Other items required:

Applicant

Staff

- Current title report for properties being adjusted (dated no earlier than three months prior to date of application), **four (4)** copies required (file, pln, eng, fire)
 - 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, **two (2)** copies required (file, eng)
 - 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.