



# Boundary Line Adjustment Submittal Checklist



Project File Number: \_\_\_\_\_ Accepted By: \_\_\_\_\_

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

Boundary Line Adjustments are processed as Type I Permits, Administrative without Public Notice (Chapter 14.16B LSMC). *See Boundary Line Adjustment Handout and LSMC 14.16C.070 for more information on the review process and fees.* In order for the Boundary Line Adjustment application to be accepted for review, the applicant must provide the following information:

### Required Submittal Items

#### **Applicant / Staff Verify**

- \_\_\_ / \_\_\_ Completed Type I Application (4)
- \_\_\_ / \_\_\_ BLA Maps (4 full size and 1- 11"x17")
- \_\_\_ / \_\_\_ Intake Fee
- \_\_\_ / \_\_\_ Title Report (Less than 30 days old)
- \_\_\_ / \_\_\_ Lot Closures (2)
- \_\_\_ / \_\_\_ Critical Area Study and Mitigation Plan (if applicable per LSMC 14.88)
- \_\_\_ / \_\_\_ Other materials required by Planning Director

### BLA Map Requirements

- \_\_\_ / \_\_\_ Vicinity Map
- \_\_\_ / \_\_\_ Tax Account Number(s)
- \_\_\_ / \_\_\_ Legal Descriptions
- \_\_\_ / \_\_\_ North Arrow
- \_\_\_ / \_\_\_ Scale
- \_\_\_ / \_\_\_ Date of Preparation
- \_\_\_ / \_\_\_ Existing (dashed) and proposed (solid) parcel lines
- \_\_\_ / \_\_\_ Location of buildings and other structures
- \_\_\_ / \_\_\_ Location of existing/proposed easements, access areas and utilities
- \_\_\_ / \_\_\_ Location of abutting public rights-of-way and access to the lots
- \_\_\_ / \_\_\_ Before and after legal descriptions for each lot that is adjusted
- \_\_\_ / \_\_\_ Before and after lot areas for each lot that is adjusted
- \_\_\_ / \_\_\_ Before and after building and structure setbacks
- \_\_\_ / \_\_\_ Certification of property owners indicating their consent to the BLA
- \_\_\_ / \_\_\_ Approval signature blocks for the property owners, surveyor, Planning Director, Snohomish County Treasurer, and Snohomish County Auditor
- \_\_\_ / \_\_\_ Topography at contour intervals of 5 feet or less (If less than 1% make a note on site plan instead of showing topos)
- \_\_\_ / \_\_\_ Access points
- \_\_\_ / \_\_\_ Location and size of all utilities and easements onsite and located in street
- \_\_\_ / \_\_\_ Septic tank, drainfield and reserve areas (if applicable)
- \_\_\_ / \_\_\_ Critical areas (wetlands, streams, water bodies or slopes) including proposed buffer areas
- \_\_\_ / \_\_\_ Proposed off-street parking areas