

**BOUNDARY LINE ADJUSTMENT**

Online application submittal is required through [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com),  
select Land Use > Any Project Type > Land Division > Boundary Line Adjustment

**23**

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 in Bothell Municipal Code [15.04](#). Also see 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

- ☐ Boundary line adjustment map sheets including: ☐
- Boundary lines, including bearing and distance
  - Scale, north arrow, and date
  - Legal description according to official records in the office of the county auditor; pertinent survey data compiled as a result of a survey made by or under the supervision of a land surveyor registered in the state and engaged in land surveying which contains notations stating acreage, scale, north arrow, datum, bench marks, certification of registered civil engineer or licensed land surveyor, date of survey
  - All existing lots, tracts, parcels, and easements including location, width, and purpose shown in light or medium line weights using various dashed line type and other site data, including total site area, lot dimensions and area, and acres in parks, etc.
  - Proposed lot lines, dimensions, and lot numbers. Lines subject to adjustment are clearly labeled as New Line, Old Line or Line To Be Removed (in the case of lot combination)
  - Final lots shown with heavy line weights and solid lines, with lot designations and areas in square feet
  - Streets on and adjacent to the tract, including name and right-of-way width and location; type, width, and elevation of surfacing; walks, curbs, gutters, culverts, etc.
  - Zoning, on and adjacent to the tract
  - Location of any critical areas and their buffers (wetlands, geologically hazardous areas, streams, frequently flooded areas, etc.
  - Recording numbers and a brief description of any easements, maintenance agreements, covenants, restrictions, etc., affecting the subject property
  - 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
  - Utilities on and adjacent to the tract, including location, size, and invert elevation of sanitary, storm, and combined sewers; location and size of water mains; location of gas lines, fire hydrants, electric and telephone poles, and street lights. If water mains and sewers are not on or adjacent to the tract, indicate the direction, distance to, and size of nearest pipes, showing invert elevation of sewers

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- 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 signed BLA map shall be submitted to the City after all departments have reviewed and approved the proposed BLA submittal documents

### Other submittal items required:

Applicant

Staff

- |                          |                                                                                                                                                                                                                                 |                          |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <input type="checkbox"/> | Current title report for properties being adjusted (within 60 days prior to date of application)                                                                                                                                | <input type="checkbox"/> |
|                          | <ul style="list-style-type: none"> <li>• All easements listed in the title report must be shown on the face of the map</li> </ul>                                                                                               |                          |
| <input type="checkbox"/> | Lot closure calculations submitted by the licensed land surveyor. The final legal descriptions prepared by a licensed land surveyor, or other qualified individual, shall be provided, together with lot closures for each lot. | <input type="checkbox"/> |
| <input type="checkbox"/> | Draft of proposed covenants, if any                                                                                                                                                                                             | <input type="checkbox"/> |
| •                        | 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:**

- The final boundary line adjustment map shall be prepared at a scale of 100 feet to the inch, or larger, by a licensed land surveyor, and shall contain the following
- Company name, address and phone number of the land surveyor;
- City file number;
- Date prepared;
- Sheet number and number of sheets;
- Certification by the licensed land surveyor with stamp and signature;
- Lot numbers;
- Monuments at all new lot corners, angle points, and intersections with old lines;
- North arrow;
- Legend of symbols used;
- Basis of bearings;
- All dimensions to hundredths of a foot;
- All existing easements and tracts shown;

**First sheet information**

- Recorders Certificate (lower left corner first sheet only)
- Name and address of the owner(s) of the parcels
- 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)
- 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
- 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)

**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.