

Boundary Line Adjustment (BLA)



**Development and
Permitting Services**
333 S. Meridian
Puyallup, WA 98371
253-864-4165
www.cityofpuyallup.org

Application Fees

1-2 Parcels: \$130

3+ Parcels: \$240

Additional review fees, if applicable:

- Critical area review: \$160

A boundary line adjustment (BLA) adjusts the property lines of two or more parcels. All parcels included in the proposed BLA must be existing parcels, a BLA is not a subdivision (an application to create new lots). To combine two or more parcels, please submit an application for a Lot combination, instead of a BLA application.

Application for Lot Combination can be found here:
<https://www.cityofpuyallup.org/DocumentCenter/View/19170>

Submittal Instructions

- 1 Create an account on <https://permits.puyallupwa.gov/Portal>
- 2 Select "Apply for Planning Permit"
- 3 Select "Conditional Use Permit" from drop down list. Fill out all sections of the online form and upload all required documents. Note: Failure to upload all the required documents will delay the processing of your application.

Owner Information Parcel I

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

Owner Information Parcel II

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

Owner Information Parcel III

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

Applicant / Agent Information

☐ Same as owner

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

Property Development Information

Parcel I:

Parcel Number		
Parcel Address		
Parcel Dimensions		
	Existing	Proposed
Parcel Width (ft.)		
Parcel Depth (ft.)		
Parcel Size (Sq. Ft.)		
Lot Coverage		
Floor Area Ratio		
Dwelling Unit Density		
Use (s)		

Parcel 2:

Parcel Number		
Parcel Address		
Parcel Dimensions		
	Existing	Proposed
Parcel Width (ft.) ¹		
Parcel Depth (ft.) ²		
Parcel Size (Sq. Ft.)		
Lot Coverage ³		
Floor Area Ratio ⁴		
Dwelling Unit Density ⁵		
Use (s)		

¹ "Width" means the horizontal distance between the side lot lines measured at right angles to the line comprising the depth of the lot at a point midway between the front and rear lot lines.

² "Depth" means the horizontal length of a straight line drawn perpendicularly to the front lot line from the midpoint of the rear lot line to the front lot line. On panhandle lots, the access strip portion shall be excluded when calculating lot depth.

³ Lot Coverage means that percentage of a lot which, when viewed directly from above, would be covered by a structure or structures, or any part thereof, including any area under roof, cantilevered decks, balconies, roof overhangs, and eaves. Paved areas, decks, detached accessory structures 200 square feet and smaller, and other similar structures constructed at or below grade level, or in no event higher than 30 inches above the adjoining grade of said structures, and swimming pools shall be not considered as "lot coverage."

⁴ "Floor Area Ratio" means the numerical value obtained by dividing the total floor area of a structure or structures by the total area of the lot on which such structure or structures are located. See also definition of "Floor Area" in PMC 20.15 for list of structural area to be included in this calculation.

⁵ "Density" means the number of dwelling units per acre or per square feet of lot area.

Parcel 3:

Parcel Number		
Parcel Address		
Parcel Dimensions		
	Existing	Proposed
Parcel Width (ft.)		
Parcel Depth (ft.)		
Parcel Size (Sq. Ft.)		
Lot Coverage		
Floor Area Ratio		
Dwelling Unit Density		
Use (s)		

Nature of Request *(be specific, what is the reason for the request for this boundary line adjustment?)*

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Critical Area Identification

The purpose of this section is to determine if a critical area report is required due to the development site being on or near any critical areas. All critical areas identified and their associated buffers, must be shown on the title and map. You can look up critical areas and buffers on the City's interactive GIS portal at <https://gis-portal-puyallup.opendata.arcgis.com/> then scroll to the "Applications" section of the page and select "City of Puyallup Critical Areas App" to view. If there are critical areas on or adjacent to the subject parcel, you may be required to provide a critical area report(s). Please see PMC 21.06.530 for general critical area report requirements. Please contact the planning division for critical area questions.

Based on the applicant's knowledge and research of the project site, please select any of the critical areas listed below that are located on or within 300 feet of the property boundaries.

- | | | |
|---|---|--|
| ☐ Wetlands | ☐ Wellhead Protection Area | ☐ Aquifer Recharge Area |
| ☐ Lakes/Ponds | ☐ Habitat Corridor | ☐ Flood Zone |
| ☐ Streams/Creeks
<i>Waterbody name:</i> _____ | ☐ Habitat Conservation Area | ☐ Flood Classification: _____ |
| ☐ Puyallup River Shoreline
<i>Shoreline Classification:</i>
☐ Conservancy | ☐ Seismic Hazard Area | ☐ Volcanic Hazard Area |
| ☐ Rural | ☐ Clarks Creek Shoreline
<i>Shoreline Classification:</i>
☐ Conservancy | ☐ Landslide/Erosion Hazard Area |
| ☐ Urban | ☐ Rural | <i>Slope Classification:</i>
☐ Slopes 0% - 15% |
| | ☐ Urban | ☐ Slopes 16% – 39% |
| | | ☐ Slopes 40% or Greater |

Please describe the critical areas checked above and their location in relation to the proposed development. Please show their location on any plans to be submitted:

Do you know of any present or past critical area studies that have been conducted for critical areas on-site or adjacent to the site? Please describe below; including their date, scope, conclusions, and parcels they included:

Do you know if any critical areas have been placed inside a tract or a protection easement that is recorded on the title or plat for this site or any adjacent site? Please describe below, including name of tract or easement, location, and Puyallup permit number or recording number:

Submittal Checklist

1. Completed and Signed Application Form
2. Complete Survey of the Plat. A complete survey is required to be drawn which can be printed on an 18-inch by 24-inch piece of paper containing the following information:
 - The names and address of the owners of said tract;
 - The legal description of all affected tracts and legal descriptions for all the proposed lots;
 - County assessor parcel numbers for all affected tracts;
 - North arrow, scale and date of the drawing. The scale shall be one inch equals 50 feet for sites two acres in size or less, and one inch equals 100 feet for sites greater than two acres in size;
 - Vicinity map, containing the outline of the affected tract(s), the nearest public streets to the north, south, east and west, and the quarter/quarter section in which the site is located;
 - Boundary lines of the tract(s) to be subdivided, and corresponding bearings and dimensions;
 - Existing and proposed lot lines. The existing lot lines shall be shown using a heavy dashed line, and the proposed lot lines shown using a heavy solid line;
 - Square footage of all proposed lots and tracts;
 - Location, material and size of all monuments. Monuments shall meet the specifications of the public works director or designee;
 - Registered land surveyor certification that the drawing is a true and correct representation of the land surveyed, and that all monumentation location, size and materials are correctly shown;
 - Lot size and numbering. The square feet in each lot shall be shown, and all lots shall be numbered consecutively from one to the total number of lots. All tracts shall be assigned a consecutive letter designation beginning with the letter A;
 - Accurate location and dimensions of all existing structures, septic systems and utility services, and the distance between structures, improvements and utilities to the adjoining proposed lot lines;
 - Topography showing existing and proposed contours at five-foot (5) contour intervals except for any portion of the site containing slopes of 15 percent or greater which shall be shown at two-foot (2) contour intervals. The contour intervals shall extend at least 100 feet beyond the boundaries of the site;
 - Proposed utility services shall be noted upon the face of the drawing and/or shown upon the plat layout in such a manner that clearly indicates the distribution and connection points for each utility system;
 - Proposed preliminary Stormwater plans and report per the Department of Ecology's 2014 update to the 2012 Western Washington Stormwater Manual
 - The layout, names, location, purpose, width and other dimensions of proposed streets, alleys, easements, parks and other open space, property reservations, lot lines, yard requirements and utilities;
 - Boundaries and associated buffers, development envelopes, or other information for any critical areas as defined or required by Chapter 21.06 PMC;
 - Notarized acknowledgments and signatures of the property owner(s);

3. Title Report/Plat Certificate: a plat certificate confirming ownership and any easements or other encumbrances of record affecting the subject parcel.

The plat certificate shall be no older than two weeks old at the time of submittal

4. Critical Area Report (if applicable) with associated checklist;
- [Flood Habitat Assessment](#)
 - [Fish and Wildlife Assessment](#)
 - [Mitigation Plans](#)
 - [Wetlands](#)
 - Landslide Hazard Areas – Geotech Report

Certification

I hereby state that I am the applicant listed above and certify that all information contained above and in exhibits attached hereto is true and correct to the best of my knowledge and belief and is submitted for consideration by the City of Puyallup, pursuant to the provision of the Puyallup Municipal Code. It is understood that the processing of this application may require additional supporting evidence, data, or statements.

Right of Entry: By signing this application the applicant grants unto the City and its agents the right to enter upon the premises for purpose of conducting all necessary inspection to determine compliance with applicable laws, codes, and regulations. This right of entry shall continue until a certificate of occupancy is issued for the property.

Signature of Owner: _____ Date _____

Signature of Applicant: _____ Date: _____
(or authorized agent)

Boundary Line Adjustment Survey must follow the template below. Digital versions of this template can be found at:
<http://www.cityofpuyallup.org/473/Land-Use-Permit-Applications>

VICINITY MAP	ACKNOWLEDGEMENT WE, THE UNDERSIGNED, ATTEST THAT WE ARE THE CONTRACTOR(S) AND THE LAND INTEREST IN THE LAND DESCRIBED IN THIS BOUNDARY LINE ADJUSTMENT. WE HAVE NO REAL INTEREST IN ANY LAND CONTIGUOUS TO ANY PART OF THE LAND INCLUDED IN THIS BOUNDARY LINE ADJUSTMENT. THIS BOUNDARY LINE ADJUSTMENT IS MADE IN ACCORDANCE WITH OUR DESIRES. SIGNATURE OF PROPERTY OWNER (S) _____ STATE OF WASHINGTON) COUNTY OF PIERCE) SS SIGNED AND SEALED BEFORE ME THE UNDERSIGNED THIS _____ DAY OF _____, 20____ AS NOTARY PUBLIC AND VOLUNTARY ACT AND DEED FOR SHORT PLAT PROCESS WITNESS MY HAND AND SEAL THE DAY AND YEAR FIRST WRITTEN ABOVE. NOTARY SEAL NOTARY PUBLIC IN AND FOR THE STATE OF WASHINGTON RESIDING AT: _____	CITY OF PUYALLUP BOUNDARY LINE ADJUSTMENT NO. _____ A PORTION OF _____ 1/4, SECTION _____ TOWNSHIP _____ N. RANGE _____ E. ORIGINAL TRACT ASSESSOR'S PARCEL NO.'S: *FUTURE PERMITS: THE LAND CONTAINED IN THIS BOUNDARY LINE ADJUSTMENT IS NOT A GUARANTEE THAT FUTURE PERMITS WILL BE GRANTED FOR ANY STRUCTURE DEVELOPMENT WITHIN A LOT AFFECT BY A BOUNDARY LINE ADJUSTMENT	DEVELOPMENT SERVICES DEPARTMENT DEVELOPMENT SERVICES DIRECTOR _____ ASSESSOR/TREASURER I HEREBY CERTIFY THAT ALL STATE AND COUNTY TAXES HERETOFORE LEVIED AGAINST THE LOT LINE ADJUSTED PROPERTY DESCRIBED HEREON, ACCORDING TO THE BOOKS AND RECORDS OF MY OFFICE, HAVE BEEN FULLY PAID AND DISCHARGED. ASSESSOR/TREASURER _____ DATE _____ BY _____ DATE _____ AUDITOR'S CERTIFICATE FILED FOR RECORD THIS _____ DAY OF _____, 20____ AT THE REQUEST OF _____ AUDITOR'S FEE NO. _____ FEE: \$ _____ DATE _____ DEPUTY _____ COUNTY AUDITOR _____
BOUNDARY LINE ADJUSTMENT FORMAT AVAILABLE IN ELECTRONIC FORMAT UPON REQUEST.		ORIGINAL TRACT OWNERS PARCEL NO. 1 NAME: _____ ADDRESS: _____ CITY/STATE/ZIP: _____ PHONE: _____ PARCEL NO. 2 NAME: _____ ADDRESS: _____ CITY/STATE/ZIP: _____ PHONE: _____ PARCEL NO. 3 (IF APPLICABLE) NAME: _____ ADDRESS: _____ CITY/STATE/ZIP: _____ PHONE: _____ EXISTING ZONING: _____ SOURCE OF WATER: _____ SEWER SYSTEM: _____ WIDTH AND TYPE OF ACCESS: _____ SCALE: _____	
		SURVEYOR'S CERTIFICATE THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE SURVEY RECORDING ACT AT THE REQUEST OF: _____ THIS _____ DAY OF _____, 20____ LICENSE NO. _____ PROFESSIONAL LAND SURVEYOR _____	