



## BOUNDARY LINE ADJUSTMENTS

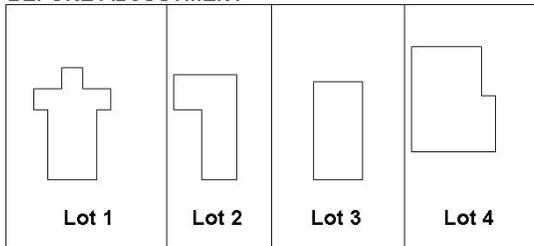
For more information, refer to Snohomish Municipal Code (SMC) 14.215.130

### WHAT IS A BOUNDARY LINE ADJUSTMENT (BLA)?

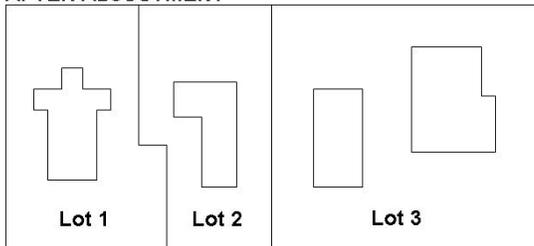
A boundary line, or lot line adjustment, is the minor reorientation of a common boundary. Existing, adjacent, local lots may adjust their lot lines, as long as the adjustment does not result in the creation of any additional lots. Separate lots may also consolidate into one contiguous lot.

The following example illustrates two types of boundary line adjustments.

BEFORE ADJUSTMENT



AFTER ADJUSTMENT



### WHAT ARE THE CRITERIA FOR A BLA?

BLAs will not be approved if the proposal would result in the following:

- Insufficient parcel area or dimensions, or a reduction in size below standards
- Building setbacks reduced below standards
- Increase of an existing non-conformity
- Lots that do not qualify as a building site, pursuant to Title 14 of the Snohomish Municipal Code, Land Use Development
- Lots involved do not share a common boundary
- Additional lots, tracts, parcel sites, or divisions
- Inconsistency with restrictions or conditions of approval for a recorded plat or short plat, including requirements for open space

### WHO PERFORMS A BLA?

BLAs must be stamped by a Professional Land Surveyor, licensed in Washington State.

### HOW DO I BEGIN?

Before applying, you are encouraged to share your ideas with City staff. Early discussion may help to facilitate a rapid review of your application. The City's Pre-Application Review process is offered free of charge and a great opportunity to get early guidance from City staff on policies, regulations, and code compliance.

### WHAT IS THE REVIEW PROCESS?

Your application will be reviewed by City staff to ensure the proposal complies with applicable regulations. If additional information is required to complete the review process, you will be notified and a second review will follow your re-submittal.

Once all the corrections have been made and the documents meet applicable requirements, the BLA will need owner signatures and notary certification prior to final approval by the City. All signatures (including notary signatures) must be in black ink.

### HOW DOES A BLA GET FINALIZED?

The signed BLA must be submitted to the City for the approvals and signatures of the Planning Director and the City Engineer.

Once the BLA is finalized and approved by the City, it needs to be recorded at the Snohomish County Auditor's office to create public record and make the adjustment final. The Auditor follows State of Washington standards for recording. To make this easier for you, the City's requirements comply with County and State regulations. Map requirements are listed in the Submittal Checklist, which is provided in this packet.

### WHERE IS THE AUDITOR'S OFFICE?

The Snohomish County Auditor is located in the Robert J. Drewel Building (Administration East) at

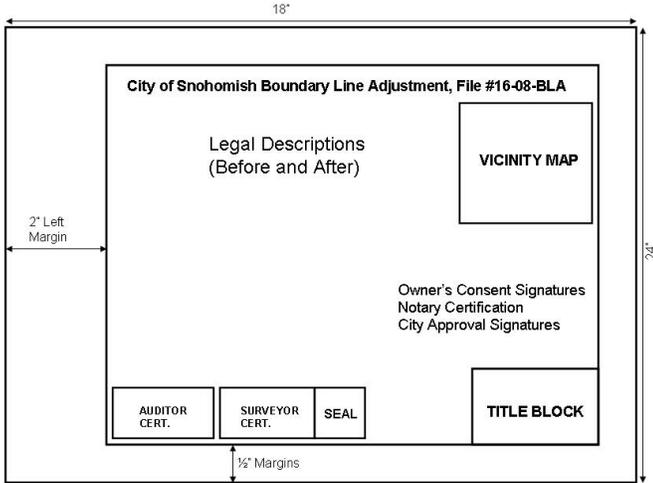


# CITY OF SNOHOMISH

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3000 Rockefeller Avenue in Everett. They can also be reached by calling (425) 388-3483.

## SAMPLE MAP LAYOUT (PAGE 1)



## SAMPLE TITLE BLOCK

NE ¼, SW ¼, Sec. 13, Twp. 26 N, Rge. 05 E, W.M.  
Snohomish County, Washington

 <b>1-2-3 Land Surveying, Inc.</b> 123 Main Street A-town-in, WA 12345 Phone: (123) 456-7891 Fax: (123) 567-8910		
DRAWN BY: <b>BA</b>	DATE PREPARED: <b>5/21/2008</b>	JOB #: <b>55555</b>
CHKD BY: <b>CE</b>	SCALE: <b>1" = 40'</b>	PAGE: <b>1 of 3</b>

## FINAL STEPS

Once your BLA is recorded, you must return a conformed copy of it back to the City. This can be done at the time of recording in one of two ways. You may bring an additional copy of your map to the Auditor's office and ask for a "conformed sticker", or for a small fee, the recording clerk can make a copy of the recorded document for you.

**NOTE:** This information should not be used as a substitute for City codes and regulations. You should review all the details of your project with the Planning and Development Services Department at 116 Union Avenue (360) 568-3115.



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## BLA – SUBMITTAL CHECKLIST

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ALL SUBMITTALS **MUST** BE COMPLETE  
APPLICATIONS SHALL BE SUBMITTED ON THE [SSPP](#)

- Land Use Application Form (signed by each property owner involved in the adjustment)
- Title Report for all properties affected by adjustment (dated within 30 days prior to application)
- Boundary Line Adjustment Map**, showing existing boundaries & proposed lots  
Black line, 18" x 24" in size, with a 2" margin on the left edge and at least ½" margins on all other sides.  
The following must be included:
  - Cover sheet**
    - Vicinity Map
    - "Before" and "After" legal descriptions
    - Surveyor's Seal and Standard Certificate (Name, license #, address, signature, date)
    - County Auditor's recording certificate
    - List any easements, covenants, and restrictions on the property
    - Owner(s) signature block(s) – *signatures must be in black ink*
    - Notary's seal and signature, certifying owner(s) – *signatures must be in black ink*
    - Approval signature blocks for the Planning Director and the City Engineer
  - Separate "Before" and "After" maps on sheets 2 and 3**  
"After" map shall be distinguished by darker line types
    - Heading: "City of Snohomish Boundary Line Adjustment, File # \_\_\_\_\_"
    - Surveyor's Seal – *must be on all pages*
    - Title block: Name of Surveyor or Firm performing survey, contact information of the preparer, sheet identification #, date prepared or revised, scale, and north arrow
    - Quarter section, section, township and range number
    - Bearings and distances
    - Area of each proposed lot (in square feet) and area to be conveyed
    - Existing City of Snohomish zoning district
    - Setback lines required by the zoning district
    - Existing property lines within, or adjacent to, the proposed property
    - Lot dimensions and property tax account number(s) – 14 digits
    - Location, name, and width of all existing street right-of-ways or easements within or adjacent to the proposed lots
    - Location of all existing structures on the properties, and areas to be owned in common by the lot owners, if any
    - Show found corners and/or rebar per referenced survey on map (if applicable)
    - Existing or proposed restrictions on use of the land, including critical areas and buffers
- Lot Closure Worksheet
- If a **survey** is used as a reference, it must be included in the submittal package
- WHEN FINALIZED: 2 copies of the FINAL Boundary Line Adjustment map**, with owner signatures and notary certification (black ink) must be submitted for City approval signatures. Once signed, the applicant will record the document with the County Auditor, and return a conformed copy to City Hall.