



# Boundary Line Adjustment Permit Checklist

**Project File Number:** \_\_\_\_\_

**Accepted By:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Boundary Line Adjustments** and **Lot Consolidations** are Type I Administrative Permits without Public Notice per [Chapter 14.16B](#) of the Lake Stevens Municipal Code (LSMC). For specific requirements, refer to [LSMC 14.48.070](#). For the City to accept the application as complete, submit the following information:

## Required Submittal Items

Applicant / Staff Verify

- /  Completed Type I Application (3 copies)
- /  BLA Survey signed and stamped by a Washington State Licensed Surveyor (3 full sized copies and 1-11"x17" copy)
- /  Affidavit of Boundary Line Adjustment
- /  Intake Fee (BLA – \$1,000 / Lot Consolidation – \$500, additional fees may apply)
- /  Title Report (Less than 30 days old)
- /  Lot Closure Calculations (2)
- /  Brief narrative describing the reason for the BLA
- /  Conveyance document
- /  Site plan showing the locations of existing buildings and structures as well as the proposed boundary lines.
- /  Other materials required by Planning Director

## Survey Requirements

Applicant / Staff Verify

- /  Vicinity Map, Scale (minimum 1-inch = 50-feet), and North Arrow
- /  Section, Township, Range; Tax Account Number(s);
- /  Legal descriptions before and after the adjustment for each lot.
- /  Existing and proposed property lines with segment and property dimensions and area
- /  Title block containing the name, address and telephone number of the applicant(s); all owners; and the land surveyor
- /  Approval signature blocks for the property owners, surveyor, Planning and Community Development Director, Snohomish County Treasurer, and Snohomish County Auditor
- /  Names, locations and widths of all existing/proposed streets, rights-of-way, road or access easements/tracts and utilities within 50 feet of the property
- /  Location of existing/proposed easements and utilities including septic tanks, drainfield and reserve areas (if applicable)
- /  Critical areas (wetlands, streams, water bodies or slopes) including proposed buffers dedicated according to LSMC section 14.88.290.
- /  Date of Preparation and/or survey revisions