



# CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE · SNOHOMISH, WASHINGTON 98290 · TEL (360) 568-3115 FAX (360) 568-1375

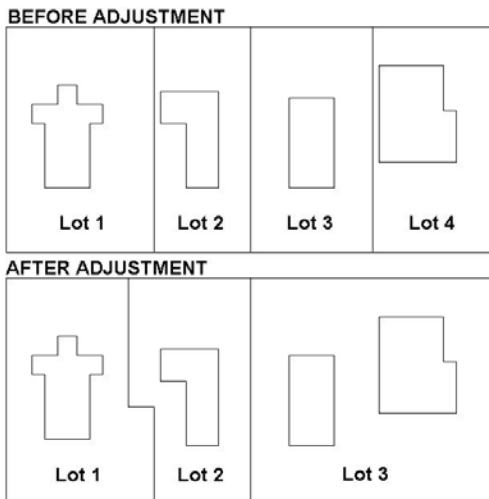
## BOUNDARY LINE ADJUSTMENTS

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

### WHAT IS A BOUNDARY LINE ADJUSTMENT?

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.



### WHAT ARE THE CRITERIA FOR A BOUNDARY LINE ADJUSTMENT?

Boundary line adjustments 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 BOUNDARY LINE ADJUSTMENT?

Boundary Line Adjustments (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. Conceptual Pre-Application Review meetings are offered free of charge, and are a great opportunity to get early guidance from city staff on policies, regulations, and code compliance.

### WHAT DOES THE CITY NEED TO PROCESS MY APPLICATION?

In order to apply, you must submit a Boundary Line Adjustment application and pay a \$500 application fee. In addition, a notarized Land Use Application is required. A Boundary Line Adjustment map, adhering to the requirements listed in the Submittal Checklist is required to process your application. Submittals will not be reviewed prior to determination of the application's completeness.

### WHAT IS THE REVIEW PROCESS?

Your application will be reviewed by city staff to ensure that the proposal is in compliance 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.



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## HOW DOES A BOUNDARY LINE ADJUSTMENT GET FINALIZED?

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

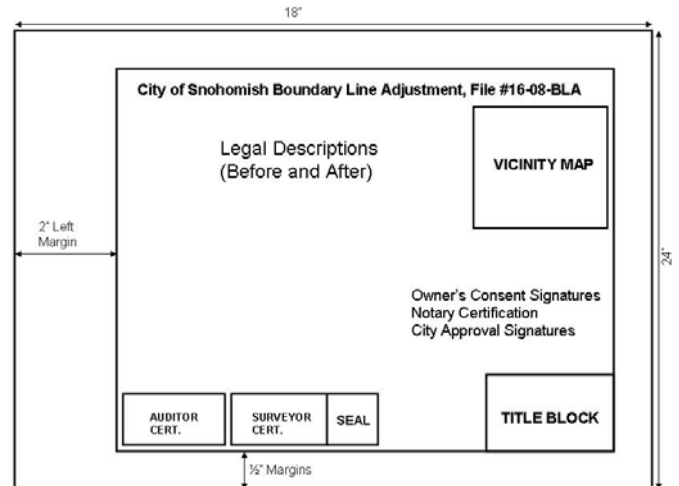
Once the BLA is finalized and approved by the City, it needs to be recorded at the Snohomish County Auditor's office, to create public record and make the adjustment final. The Snohomish County Auditor follows State of Washington standards for recording. To make this easier for you, the City's requirements 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 LOCATED?

The Snohomish County Auditor is located in the Robert J. Drewel Building (Administration East) of the Snohomish County campus, at 3000 Rockefeller Avenue, in Everett. They can also be reached by calling (425) 388-3483. The map recording desk is open from 9:00 a.m. until 4:00 p.m., Monday through Friday.


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.

## 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



**1-2-3 Land Surveying, Inc.**  
123 Main Street  
A-town-in, WA 12345  
Phone: (123) 456-7891 Fax: (123) 567-8910

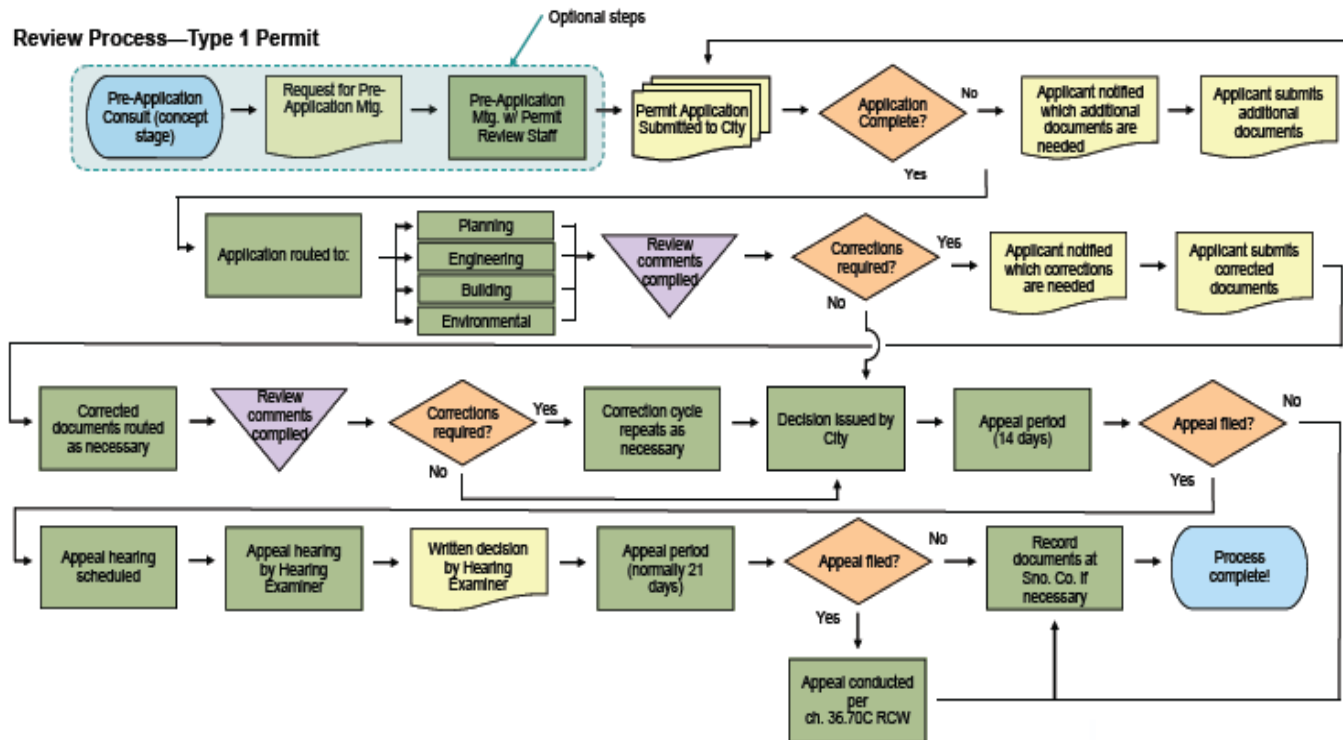
DRAWN BY: <b>BA</b>	DATE PREPARED: <b>5/21/2008</b>	JOB #: <b>55555</b>
CHKD BY: <b>CE</b>	SCALE: <b>1" = 40'</b>	PAGE: <b>1 of 3</b>

**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 between 9:00 a.m. and 5:00 p.m. Monday through Friday.**

## Boundary Line Adjustment – Applicable Permit Review Processes

Boundary Line Adjustments are processed as Type 1 Permits.

**Type 1 Permits include:** boundary line adjustment, minor variance, land clearing, signs, temporary permit; building permit and administrative development plan when not subject to SEPA. Public notice of application and decision is not required.



### NOTES:

1. Refer to Title 14 of the Snohomish Municipal Code for current information.
2. If required, design review conducted during department application review.
3. Permit fees are required in order for an application to be considered complete.
4. Additional fees, including impact fees, may be required at the time of permit approval.
5. Additional time required for public notice and appeal periods for shoreline permits.