



CITY of EVERETT
PLANNING and COMMUNITY DEVELOPMENT
BOUNDARY LINE ADJUSTMENT APPLICATION

INSTRUCTIONS → Submit the following items listed in the checklist below at the Permit Services counter or by mail to change lot lines in accordance with Title 18 and Title 19 of the Everett Municipal Code. Speak to a Planner to see if an electronic submittal is an option for your project. If this checklist or any of the items below are not included with your application submittal, your application may be deemed counter incomplete and returned to you.

Submittal Checklist for Preliminary BLA Review

1) <input type="checkbox"/> Fee	See current <i>Fee Schedule</i> posted online. Fees are non-refundable and payable by cash, check or credit card upon application.
2) <input type="checkbox"/> Land Use Application	The <i>Land Use Application</i> must be filled out completely and signed by the owner, applicant, or primary contact.
3) <input type="checkbox"/> Boundary Line Adjustment Maps (Show Existing and Proposed)	Information required on the plat map shall be as shown on the attached Boundary Line Adjustment Map Checklist. Submit four . The existing and proposed lot lines can be shown on the same map or on separate maps.
4) <input type="checkbox"/> Boundary Line Adjustment Certificate	Submit a title company certification (boundary line adjustment certificate) current to within 30 days of application date for all properties being adjusted. This report must confirm that the title of the lots being adjusted is under ownership of the parties signing the Declaration of Ownership.
5) <input type="checkbox"/> Legal Description	Provide an existing and proposed legal description of all the lots being adjusted.
6) <input type="checkbox"/> Declaration of Ownership	A notarized signature of all owners who have interest in the properties to be adjusted, as indicated in the BLA Certificate(s). Use the attached forms. Sign within the one-inch margins.
7) <input type="checkbox"/> Declaration of Legal Documentation	A notarized signature of all owners who have interest in the properties to be boundary line adjusted, as indicated in the BLA Certificate. Use the attached forms. Sign within the one-inch margins.

→Submit your application with this checklist either at the counter or by mail. Please arrive ½ hour prior to closing.

Permit Services (in person):
 City of Everett Public Works
 3200 Cedar Street 2nd Floor
 Everett, WA 98201
www.everettwa.gov/permits

By Mail:
 City of Everett Planning Department
 2930 Wetmore Ave Ste. 8-A
 Everett, WA 98201

Final BLA Submittal Checklist - Submit the following items below with the final checklist after city preliminary approval and prior to recording.

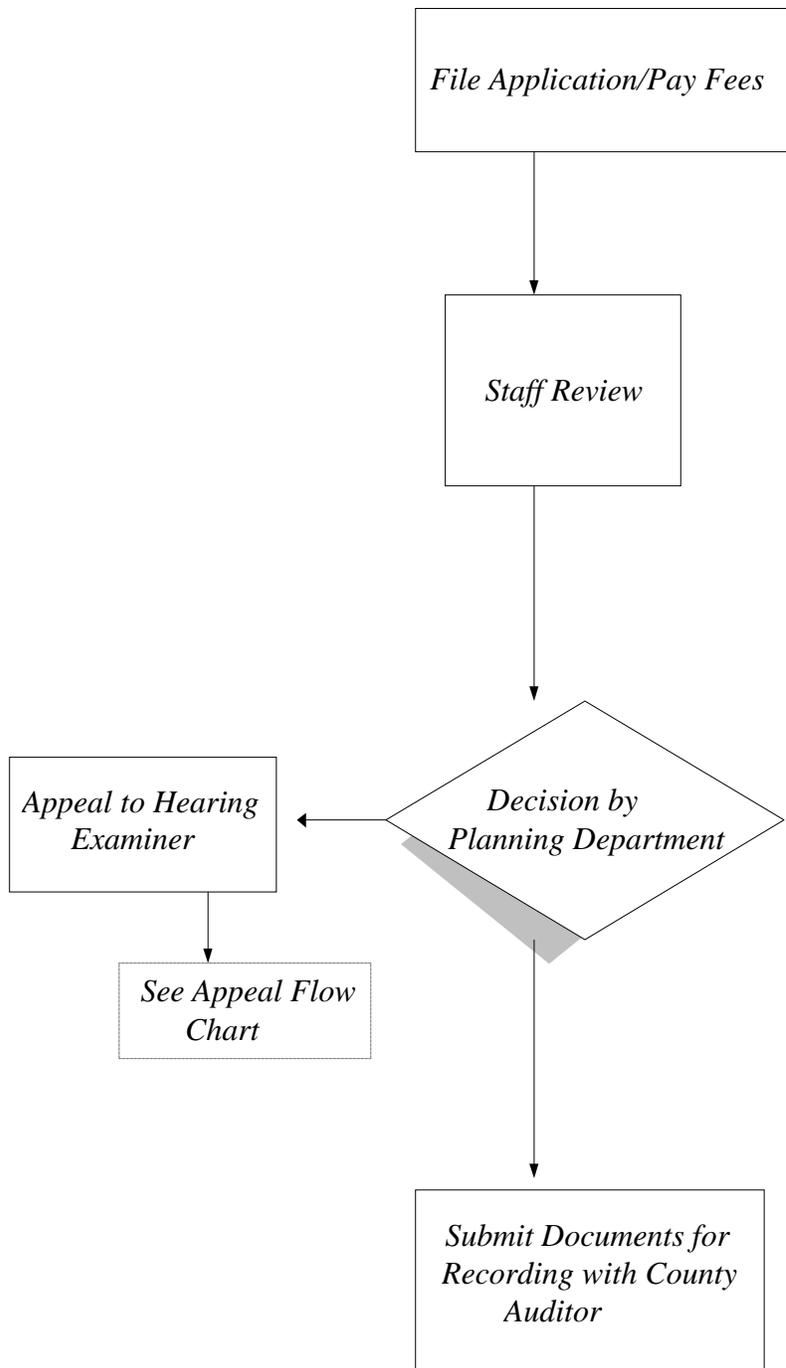
<input type="checkbox"/> Record of Survey Maps	Provide two Record of Survey maps. The maps must meet the recording requirements of the Snohomish County Auditor’s Office which can be found at: http://www.snohomishcountywa.gov/
<input type="checkbox"/> Boundary Line Adjustment Certificate	Must be current to within 30 days of the recording date. If not, submit new certificates.
<input type="checkbox"/> Legal Description	Provide an existing (before) and proposed (after) legal description of the lots being adjusted.
<input type="checkbox"/> Declaration of Ownership	If no longer current, a notarized signature of all owners who have interest in the property to be boundary line adjusted, as indicated in the BLA Certificate. Sign within the one-inch margins.
<input type="checkbox"/> Declaration of Legal Documentation	If no longer current, a notarized signature of all owners who have interest in the property to be boundary line adjusted, as indicated in the BLA Certificate. Use the attached forms. Sign within the one-inch margins.

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**BOUNDARY LINE ADJUSTMENT
FLOW CHART**





CITY of EVERETT
PLANNING and COMMUNITY DEVELOPMENT
LAND USE APPLICATION

1) Name of Applicant _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Alt ph _____

Email _____

2) Primary Contact (if other than applicant) _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Alt ph _____

Email _____

3) Property Owner(s) _____

Address _____ City _____ State _____ Zip Code _____

4) Project Address or Location _____

Tax Parcel No(s) _____ Area of Property (acres/sq ft) _____

Zoning _____ Comprehensive Plan Designation _____

5) Brief Description of Project _____

6) Name of the planner who conducted or waived the Pre-Application meeting _____

7) Authorization: I am the owner or am authorized by the owner to sign and submit this application. I grant permission for City staff and agents to enter onto the subject property for the sole purpose of making any inspections of the property which are necessary to process this application. I certify under penalty of perjury of the laws of the State of Washington that the information on this application and all information submitted herewith is true, complete, and correct.

Signature _____ Date _____

Please print name _____ Owner Applicant Primary Contact

City and State where this application is signed _____, _____

City

State

FOR OFFICIAL USE ONLY

TYPE: _____

FILE # _____

FEE \$ _____ RECEIPT # _____

ASSIGNED TO: _____

BOUNDARY LINE ADJUSTMENT MAP CHECKLIST

In order to be recorded by Snohomish County, surveys must be in conformance with Snohomish County's Survey requirements. The boundary line adjustment/survey map must also include the following information if applicable:

- North arrow, scale, date drawn.
- Legal description of the total area being adjusted. (This can be described in a combined legal description or separate legal descriptions for each lot¹.)

Note: Legal descriptions are also required for the existing and proposed lots and the area to be conveyed (see the Application Submittal Checklist). The legal descriptions for the existing and proposed lots must be provided on the survey map also or on separate paper - 8-1/2" by 11" or 8-1/2 by 14". The legal descriptions must be stamped by a surveyor if they are provided on separate paper.

- Boundary lines of lots (both present and revised), right-of-way for streets and easements with accurate bearings, dimensions or angles and arcs, with central angles of all curves.

Boundary lines of revised lots should be designated by solid lines. Boundary lines of existing lots should be designated by phantom lines.

- Location, names, and right-of-way widths of all streets immediately adjacent to the lots.
- Lot numbers, block numbers.
- Designation by phantom letters of the lot(s) existing prior to the BLA and designation by solid letters of the adjusted lots.
- Reference to private covenants and special plat restrictions.
- Location, dimensions and purpose of any easements, noting if the easements are private or public.
- Location and description of monuments and lot corners set and found. All lot corners must be found and staked.
- Primary control points approved by the city. Descriptions and ties to all control points must be shown with dimensions, angles, and bearings.

¹All references to lots shall include tracts, parcels, and sites.

- Location of existing structures, setbacks from property lines, and encroachments.
- Addresses of all buildings.
- Area of all lots.
- Tracts for water quality and detention facilities.
- Environmentally Sensitive Areas (ESAs) per Section 37 of the Zoning Code must be located or identified. Contact staff if any ESAs are on or adjacent to the site. If any of the following ESAs are on or adjacent to the site, a short subdivision may be required:

Areas of flood hazard.

Streams on or within 100 feet of the project site and their buffers.

Wetlands on or within 100 feet of the project site and their buffers.

Geologically hazardous areas on or within 25 feet of the project site and their buffers, including:

1. Slopes of 40% and greater,
2. Erosion hazard areas when associated with another ESA,
3. Landslide hazard areas, and
4. Seismic hazard areas.

Fish and wildlife conservation areas.

Slopes of 25% or greater associated or in conjunction with one or more of the ESAs listed above.

Ground water discharge areas, such as springs and seeps, that are associated with or occur upon any of the ESAs listed above.

Where buffers are related to slopes, the top, toe, and side of the slope must be shown.

Location of the Snohomish River, Puget Sound (Port Gardner Bay), or Silver Lake if abutting the site.

- Auditor's Certificate (Also known as the Recording Certificate).
- Surveyor's Certificate: A certification by a surveyor licensed in the State of Washington, that the survey is accurate and conforms to the provisions of city regulations and State law.
- Surveyor's seal and signature.

- Planning Director approval block and Planning Department file number of the boundary line adjustment.

The block shall state:

APPROVAL: BOUNDARY LINE ADJUSTMENT NO. _____

THE CITY OF EVERETT HEREBY DETERMINES THAT THIS BOUNDARY LINE ADJUSTMENT CONFORMS TO E.M.C. 18 AND IS HEREBY APPROVED.

NOTED: THE CITY OF EVERETT DOES NOT IN ANY WAY WARRANT NOR GUARANTEE THE ACCURACY OF THIS RECORD OF SURVEY.

EXAMINED AND APPROVED THIS ____ DAY OF _____, 20 ____

PLANNING AND COMMUNITY DEVELOPMENT DIRECTOR

- Cross reference block. The block shall state:

CROSS REFERENCE: SEE BOUNDARY LINE ADJUSTMENT FOR DECLARATION OF OWNERSHIP AND LOT LEGALS UNDER AUDITOR'S FILE NO. _____.

DECLARATION OF OWNERSHIP/LEGAL DOC INSTRUCTIONS

The Declaration of Ownership/Legal Documentation must be signed by all parties with interest in the real property. The parties with interest in the property will be listed in the Short Plat Certificate, Plat Certificate, Binding Site Plan Certificate, or Boundary Line Adjustment Certificate. For example, if a property owner wants to subdivide his/her property, he/she is married and there is a mortgage on the subject property, the declaration must be signed by the husband, the wife, and a representative of the mortgage company.

Forms are provided for individuals and corporations. The signatures must be provided on the appropriate form.

The owner(s) must insert or attach (and write in "Attached") the legal description for the property, insert the date, and sign the form. All names must be signed in the presence of a Notary Public. The Notary Public will request picture identification to notarize the signatures.

After recording return to:
City of Everett Public Works/PS
3200 Cedar Street 2nd Floor
Everett, WA 98201

WO# _____

Property Address: _____



BOUNDARY LINE ADJUSTMENT # _____
DECLARATION OF OWNERSHIP

CORPORATE FORM

Know all men by these presents:

That I/we, the undersigned, depose and state that I/we are the owner/owners of land described by this declaration; and do hereby declare that I/we have no objections to the herein described property being subdivided.

Legal description of property (attach if necessary):

Tax parcel number:

Cross reference: See Record of Surveys Auditor File # _____
_____ recorded in Volume ____ of Surveys on page _____
Records of Snohomish County, Washington, for Short Subdivision map and approvals.

IN WITNESS WHEREOF, said corporation has caused this instrument to be executed by its proper officers and its corporate seal to be hereunto affixed this _____ day of _____, 20____.

Signature (s) _____
_____ Title

_____ Title

STATE OF WASHINGTON)

ss.

County of _____)

I certify that I know or have satisfactory evidence that _____ signed this instrument, on oath stated that (he, she, they) (was, were) authorized to execute the instrument and acknowledged it as the _____ of _____ to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: _____

Signature of
Notary Public: _____

Residing at: _____

(Seal or stamp)

My commission expires: _____

After recording return to:
City of Everett Public Works/PS
3200 Cedar Street 2nd Fl
Everett, WA 98201

WO# _____

Property Address: _____



BOUNDARY LINE ADJUSTMENT # _____
DECLARATION OF OWNERSHIP

INDIVIDUAL FORM

Know all men by these presents:

That I/we, the undersigned, depose and state that I/we are the owner/owners of land described by this declaration; and do hereby declare that I/we have no objections to the herein described property being subdivided.

Legal description of property (attach if necessary):

Tax parcel number:

Cross reference: See Record of Surveys Auditor File # _____
recorded in Volume ____ of Surveys on page _____ Records of Snohomish County,
Washington, for Short Subdivision map and approvals.

Dated this _____ day of _____, 20____.

Signature (s) _____

STATE OF WASHINGTON)

ss.

County of _____)

I certify that I know or have satisfactory evidence that _____
is the person who appeared before me, and said person acknowledged that (he/she) signed this
instrument and acknowledged it to be (his/her) free and voluntary act of such party for the uses
and purposes mentioned in the instrument.

Dated: _____

Signature of
Notary Public: _____

(Seal or stamp)

My commission expires: _____

After recording return to:
City of Everett Public Works/PS
3200 Cedar Street 2nd Fl
Everett, WA 98201

WO# _____



Property Address: _____

BOUNDARY LINE ADJUSTMENT # _____
DECLARATION OF LEGAL DOCUMENTATION

CORPORATE & INDIVIDUAL FORM

Know all men by these presents:

That I/we, the undersigned, depose and state that I/we are the owner/owners of the properties subject to the boundary line adjustment and am/are solely responsible for securing and executing, as well as seeking, all necessary legal advice or assistance concerning the legal documents necessary to transfer title to those portions of the properties involved in the boundary line adjustment.

That I/we, the undersigned, further depose and state that the legal documents necessary to transfer title to the properties in question have been prepared and executed so that upon the recording of the boundary line adjustment, the title to the subject properties will accurately reflect the new lot line configuration resulting from the boundary line adjustment as approved by the City of Everett.

DATED this _____ day of _____, 20____.

Signature (s) _____

STATE OF WASHINGTON)

ss.

County of _____)

I certify that I know or have satisfactory evidence that _____
_____ signed this instrument and acknowledged it to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: _____

Signature of
Notary Public: _____

(Seal or stamp)

Title: _____

My appointment expires: _____