



# CITY OF EVERETT

Community, Planning, & Economic Development Department  
Planning Division

## BOUNDARY LINE ADJUSTMENT APPLICATION

### ONLINE INSTRUCTIONS

Use this application to apply online in order to adjust lot lines in accordance with Title 18 & 19 of the Everett Municipal Code. This is a two-part application, where the city reviews the application in order to grant preliminary approval and then grant final approval of the boundary line adjustment request.

#### Part I – Preliminary Approval





You will need the following required documents:

BLA Maps	Refer to the Boundary Line Adjustment Map Checklist. The existing and proposed lot lines may be shown on the same map or on separate maps.
Title Certificate	Submit a title 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.
Legal Description	Provide an existing and proposed legal description of all the lots being adjusted.
Declarations	All owners who have interest in the properties must sign a Declaration of Ownership and a Declaration of Legal Documentation.

Go to <http://pw.everettwa.gov> and create a login. Follow the steps below. You will receive an email when your application has been accepted for processing.

**Fees and timelines:** Refer to the current fee schedule. Contact a planner regarding current timelines for processing.

#### Step by step instructions:

1. Setup an account or login at <https://pw.everettwa.gov/>.
2. Click on *Apply* under the Land Use Projects header.
3. Read the DISCLAIMER and click, *I Agree* to continue.
4. Enter **PROJECT Type: BLA**
5. Enter **Project Name:** i.e. *BLA for Ms. Smith (property A) and Mr. Jones (property B)*
6. Complete *Additional Information Required*. Use the helpful Tool Tips found under  icon.
7. Enter the address or parcel number in *Location*, leaving off any street type (St, Dr, Ave, Rd, etc.) or directional (W, E, SE, SW).
8. Enter *Your Relation to this Project*.
9. Upload your required documents to *Attachments*. Click the  button.
10. Complete the *Applicant, Owner* and *Contact* information. Please complete all three fields. The “Contact” will be the primary person we will contact regarding the application. Click the  button.
11. Review your application and click . After submittal, you will receive a confirmation email. You will

receive a 2<sup>nd</sup> email when your application has been accepted for further processing and to login to pay the fee.

## Part 2 – Final Approval

### You will need the following required documents:

Final BLA Maps	Submit two original signed paper copies of the final BLA map with a cover letter to the address below. The map must meet the recording requirements of Snohomish County Auditor's office.  City of Everett Public Works Permit Services Attn: <i>(fill in Project Planner)</i> 3200 Cedar St. 2 <sup>nd</sup> Fl Everett, WA 98201
Title Certificate	Upload and submit a title certification (boundary line adjustment certificate) current to within 30 days of submitting the final maps for all properties being adjusted to the existing BLA project file number.
Legal Description	Upload and submit an existing and proposed legal description of all the lots being adjusted.
Declarations	All owners who have interest in the properties must sign a Declaration of Ownership and a Declaration of Legal Documentation to be recorded with the final map, <u>or</u> provide declaration blocks on the face of the final BLA map.

Need help? No problem.

Contact the Planning Division at 425-257-8731 or at [planning@everettwa.gov](mailto:planning@everettwa.gov)

## BOUNDARY LINE ADJUSTMENT MAP CHECKLIST

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 lot<sup>1</sup>.)

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.

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<sup>1</sup>All 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.
- Critical Areas per Section 37 of the Zoning Code must be located or identified. Contact staff if any critical areas are on or adjacent to 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 project file number.

The signature block shall state:

**APPROVAL: BOUNDARY LINE ADJUSTMENT NO. (insert project file number)**

THE CITY OF EVERETT HEREBY DETERMINES THAT THIS BOUNDARY LINE ADJUSTMENT CONFORMS TO EMC 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 DIRECTOR

Cross reference block(s) for Declarations and lot legals, if not on the face of the BLA map. The block shall state:

CROSS REFERENCE: SEE BOUNDARY LINE ADJUSTMENT DECLARATION OF OWNERSHIP AND LOT LEGALS UNDER AUDITOR'S FILE NO(S). \_\_\_\_\_



After recording return to:  
City of Everett Planning Division  
2930 Wetmore Ave, Suite 8-A  
Everett, WA 98201



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 adjusted.

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 appointment expires: \_\_\_\_\_

After recording return to:  
City of Everett Planning Division  
2930 Wetmore Ave, Suite 8-A  
Everett, WA 98201-4044



BOUNDARY LINE ADJUSTMENT # \_\_\_\_\_  
DECLARATION OF LEGAL DOCUMENTATION

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) \_\_\_\_\_

\_\_\_\_\_ Title

STATE OF WASHINGTON )

\_\_\_\_\_ Title

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: \_\_\_\_\_

Residing at: \_\_\_\_\_

(seal or stamp)

My appointment expires: \_\_\_\_\_