



City of Stanwood BOUNDARY LINE ADJUSTMENT CHECKLIST

PROJECT NAME:

The following must be submitted with your application:

Documents:

Required	Received	
		1. Complete Master Permit Application & submit fee.
		2. A vicinity map to assist in locating the boundary line adjustment.
		3. Four (4) copies of Title Insurance Report with Four (4) copies of Plat Certificate obtained no more than 90 days prior to submitting the boundary line adjustment confirming that the title of the lands as described and shown on said BLA is in the name of all the owners of all affected parcels signing the Boundary Line Adjustment Declaration on the Record of Survey. Provide the supporting documents for the title report.
		4. Notarized agreement from the owner of the properties assenting to the adjustment of the boundary(ies) on the R.O.S.

Maps/Drawings - Mylar:

Please submit five (5) legible paper copies of the proposed boundary line adjustment in record of survey format, suitable for recording, on 18" x 24" sheets. The following information must appear on the boundary line adjustment drawing and final mylar that will be recorded if approved. Final mylar shall be submitted only after approval of the proposal.

Required	Received	
		1. A title block in the lower right corner with the following items: <ul style="list-style-type: none"> a. Name of the proposed BLA (usually the property owner's last name); b. Provision for the City's file number (i.e.: LBLA07 - ____); c. Quarter, Quarter Section, Township and Range; d. Tax lot numbers; e. "City of Stanwood, Snohomish County, Washington"; f. Scale of the drawing with scale bar; g. Date on the drawing.
		2. Signature and approval blocks for the Community Development Director, the County Treasurer, property owners, and a recording block for the County Auditor.*
		3. Certification of the land surveyor that "This boundary line adjustment correctly represents a survey made by me or under my direction in conformance with state and county statutes in _____(month), _____(year)"; and provisions for the surveyor's signature and seal.

		4. A detailed plan of the proposed boundary line adjustment at a scale of 1" = 100' or larger. The detailed plan shall clearly show the following information: a. North arrow b. Basis of bearing (recorded survey)
		5. Indication of perimeter boundaries, lot and right-of-way lines with a notation of bearings, distance and curve data. The curve data must include the following: a. Radius, central angle and arc length b. Radial bearings for all beginnings and/or ends of all non-tangent curves.
		6. Define the purpose and delineate existing and/or proposed easements affected by the BLA or required as a result of the BLA. Existing easements to be vacated should be shown together with language vacating the easement.
		7. Location of all monuments, both found and set.
		8. Indication of boundary lines prior to adjustment and after the boundary lines have been adjusted. Show lot areas before and after adjustment.
		9. Legal description of the subject properties prior to the boundary line adjustment and after the boundary lines have been adjusted.
		10. Location of existing structures, including distance to property lines with an indication of whether the structure will remain or be removed.
		11. Location and type of all existing utilities on or at the perimeters of the properties to be changed.

The City of Stanwood may require additional information. The applicant will be notified in writing if additional information is necessary.

FOR CITY USE ONLY

This application is complete.

This application is incomplete. See items marked "required" above.

Community Development Director or Representative

Date

- These submittal requirements are for City of Stanwood permits only. Additional permits may be required by other federal, state, regional or local agencies. It is the responsibility of the applicant to ascertain whether other permits are required.
- Approval of boundary line adjustment by the City of Stanwood does not convey land. Deeds must be exchanged within one year of approval to finalize the boundary line adjustment.
- This Boundary Line Adjustment must be recorded within 30 days of approval.