



BOUNDARY LINE ADJUSTMENT SUBMITTAL CHECKLIST

Boundary Line Adjustments (BLA) 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 14.18.200](#). For the City to accept the application as complete, submit the following information:

Required Submittal Items:

1. Completed Type I Permit Application Form
2. Intake Fee
3. BLA Survey signed and stamped by a Washington State License Surveyor
4. Affidavit of Boundary Line Adjustment
5. Title Report of conveyor parcel (Less than 30 days old)
6. Lot Closure Calculations
7. Brief Narrative describing the reason for the BLA
8. Conveyance document
9. Site Plan showing the locations of existing buildings and structures as well as the proposed boundary lines
10. Other materials required by the Planning and Community Development Director or designated planner

Survey Requirements:

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