

# Application Packet Type II-A

# Boundary Line Adjustment



City of Sultan

COMMUNITY DEVELOPMENT DEPARTMENT  
319 Main St. Sultan, WA 98294  
Phone (360) 793-2231 Fax (360) 793-3344

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**BOUNDARY LINE ADJUSTMENT - FREQUENTLY ASKED QUESTIONS**

**What is a boundary line adjustment?** A Boundary Line Adjustment (BLA) is a modification of one or more property lines on a parcel of land. No additional lots, tracts, parcels, sites or divisions are to occur.

A special type of BLA is a Lot Consolidation. A Lot Consolidation eliminates one or more property lines, which results in the combining two or more parcels or lots into fewer. The simple elimination of an existing lot line(s) is usually not subject to City review. To obtain a Lot Consolidation, contact the Community Development Director for processing information and any submittal requirements.

It is a Type II permit in the City. This permit type requires a notice of application to be posted on site and by the city, as well as an administrative decision made by the City staff for approval. No public hearing is required for a BLA.

**What is the purpose of a boundary line adjustment?** The purpose of the boundary line adjustment is to allow for minor adjustment to boundary lines among property owners.

**What are the criteria for approval for granting a boundary line adjustment?** (SMC 21.02.050)

- A. Follows applicable zoning code requirements;
- B. Allows for access, design or other public safety and welfare concerns;
- C. All lots must have a building area if area existed before the adjustment;
- D. Maintains all lots from becoming substandard in size and dimensions;
- E. Will not increase an existing non-conformity of substandard lots; and
- F. Complies with previous conditions of subdivision approval if within a formal subdivision.

**What is the process for approval for a boundary line adjustment?**

1. At submittal, City staff will screen your application using the attached checklist at the front counter. Incomplete application will not be accepted.
2. If all required application materials are submitted, the City will issue the applicant a Determination of Completeness (RCW 36.70B.070).
3. After the Determination of Completeness is issued, the City will post the notice the application at City Hall, the post office and place a legal notice in the city newspaper. The applicant is also required to post notice on the proposal site. The City may also place the notice of application on the city's web page and on the local public access channel.
4. City Staff will review the application to determine if all approval criteria have been met.
5. Should the City Staff decide that additional information or changes are needed to the application to meet the approval criteria:
  - a. You will be mailed a letter listing what information and corrections are needed.
  - b. You have 180 days to modify your application and resubmit it to the City. Your application returns to Step 4.
  - c. Your application expires in 180 days if the requested information is not provided.
6. Once City Staff reach a decision on the proposal, will mail you a letter indicating whether the permit is approved, needs additional modification, or is disapproved. The City's goal is to issue you this decision within our target turnaround time.
7. Decisions of City Staff are appealable to the Hearing Examiner (SMC 16.120.100).

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**BOUNDARY LINE ADJUSTMENT - FREQUENTLY ASKED QUESTIONS (CONTINUED)**

Additional Notes: After you record your BLA, the Auditor transmits a copy of the recorded BLA map back to the City. This must be received by the City prior to the issuance of any development permits on the new parcels. Also if your BLA application is being processed concurrent with another land use action or SEPA determination for the site that requires a public hearing, then the BLA will be combined into the overall action and decided by the Hearing Examiner. The Hearing Examiner's decision is appealable to Superior Court.

**Can the approved boundary line adjustment expire?** Yes. After the approval of the BLA by city staff, the applicant has 30 days to file it with the county auditor. The applicant must file the BLA application, certified legal descriptions and the BLA map. If the BLA has not been file correctly, the approval is voided. A sixty day extension of time may be given by the Community Development Director if good cause is presented.

**What happens if the boundary line adjustment is denied by the denied by City staff?** The applicant, within 10 days, may file an appeal with the hearing examiner (SMC 16.136.160). The appeal will be heard within 60 days after filing the appeal. The hearing examiner has the ability to reverse or affirm (wholly or in part), or modify the order, requirement, decision or determination that was appealed.

**What are the contents of this application packet?**

- I. Frequently Asked Questions
- II. Application Submittal Checklist
- III. Type II Permit Application
- IV. Property Owner and Applicant Declaration

**Can I submit electronic copies of application materials?** Yes. The applicant may choose to submit an electronic version of submittal materials. If using this option, information must be turned in on a CD.

**Note:** The information contain in this packet is to act only as a guideline for applicants. Please refer to the Sultan Municipal Code for exact code requirements, standards and wordings.

**Additional Questions:** If you have additional questions please contact the Community Development Department, ask for the Permit Assistant, or stop by city hall. Contact information is available at the top of each page.



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Date Stamp Area

Staff Initials: \_\_\_\_\_

## BOUNDARY LINE ADJUSTMENT – SUBMITTAL CHECKLIST

**Applicant:** Please check the “Applicant” boxes below when each item is complete and ready for review.

### APPLICATION REQUIREMENTS

#### 1. Type II Permit Application Form.

<u>Staff</u>	<u>Applicant</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Completed and Signed Application.

#### 2. Existing Configuration Map. Two 8½ x 11” or 8½ x 14” drawings showing **existing** conditions and boundary lines drawn to scale. This existing configuration map needs to show, at a minimum:

<u>Staff</u>	<u>Applicant</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Section, Township and Range.
<input type="checkbox"/>	<input type="checkbox"/>	Scale (1” = 50’) and North arrow.
<input type="checkbox"/>	<input type="checkbox"/>	Existing boundary lines.
<input type="checkbox"/>	<input type="checkbox"/>	Identifier (Lot 1, Lot 2, etc), size (acreage or square feet), and dimensions of each existing parcel.
<input type="checkbox"/>	<input type="checkbox"/>	Addresses, if known.
<input type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of any existing easements and right-of-way.
<input type="checkbox"/>	<input type="checkbox"/>	Access and routes of access to the parcels.
<input type="checkbox"/>	<input type="checkbox"/>	Any onsite wells and wells known within 100’ of the subject parcels (with 100’ protection areas).
<input type="checkbox"/>	<input type="checkbox"/>	Any onsite septic drainfields or reserve areas.
<input type="checkbox"/>	<input type="checkbox"/>	Any existing structures (noting any to be removed) showing distances to existing property lines.

#### 3. Proposed Configuration Map. Two 8½ x 11” or 8½ x 14” drawings showing **proposed** boundary lines drawn to scale. This proposed configuration map needs to show, at a minimum:

<u>Staff</u>	<u>Applicant</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Section, Township and Range.
<input type="checkbox"/>	<input type="checkbox"/>	Scale and North arrow.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed boundary lines.
<input type="checkbox"/>	<input type="checkbox"/>	Identifier (Lot A, Lot B, etc), size (acreage or square feet), and dimensions of each proposed parcel.
<input type="checkbox"/>	<input type="checkbox"/>	Addresses, if known.
<input type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of any existing and proposed easements and right-of-way.
<input type="checkbox"/>	<input type="checkbox"/>	Access and routes of access to the proposed parcels.
<input type="checkbox"/>	<input type="checkbox"/>	Any onsite wells and wells known within 100’ of the subject parcels (with 100’ protection areas).
<input type="checkbox"/>	<input type="checkbox"/>	Any existing structures being retained showing distances to proposed property lines.

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**BOUNDARY LINE ADJUSTMENT – SUBMITTAL CHECKLIST (CONTINUED)**

**4. Additional Information.**

Staff      Applicant

           Legal description of the proposed parcels, certified by a licensed surveyor or title company.

**5. Fees.**

Staff      Applicant

           Fees paid (see current Fee Schedule).

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**6. Recording Map.** This is not required at submittal but, at the time of approval you will be asked for Two 8½ x 11” or 8½ x 14” drawings showing **proposed** boundary lines drawn to scale. This map will be the version approved by the City for recording with the Snohomish County Auditor. It needs to show, at a minimum:

Staff      Applicant

- Two copies of this recording map.
- Section, Township and Range.
- Scale and North arrow.
- Proposed boundary lines.
- Identifier (Lot A, Lot B, etc), size (acreage or square feet), and dimensions of each proposed parcel.
- Location and dimensions of any existing and proposed easements and right-of-way.
- Any onsite wells and wells known within 100’ of the subject parcels (with 100’ protection areas).



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## TYPE II PERMIT APPLICATION

Application for: Check all that apply

Boundary Line Adjustment

Short Plat

SEPA

Note: Staff can assist you in determining which permits are needed for your project.

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**Applicant:**

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

**Contact (if other than applicant):**

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

**Property Owner (if other than applicant):**

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

**Project and Property Information:**

Tax Parcel Number(s): \_\_\_\_\_

Property Address or general location (if no address): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Zoning (circle one): LMD MD HD HOD ED UC P/I Acres/Square Feet: \_\_\_\_\_

Is property served by City water service?  Yes  No

Is property served by City sewer system?  Yes  No

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**TYPE II PERMIT APPLICATION (CONTINUED)**

Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of pre-application (if applicable): \_\_\_\_\_

**Complete and attach submittal checklist(s) for each application being applied for.**

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**For the applicant:**

I am the owner or am authorized by the owner to sign and submit this application on their behalf. 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 of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**For the property owner:**

I authorize the above applicant to submit this application on my behalf. I also grant permission for City staff and agents to enter onto the subject property for the sole purpose of making any inspection of the property which is necessary to process this application.

Signature of Property Owner: \_\_\_\_\_

Date: \_\_\_\_\_

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**PROPERTY OWNER AND APPLICANT DECLARATION**

The applicant (can be the property owner) makes the following statement based upon personal knowledge:

1. I am the current owner of the property or have the permission from the current owner of the property to submit this application for the subject property.
2. The application is being submitted with my knowledge and consent.
3. All statements contained in this application are true and correct to the best of my (our) knowledge.
4. I understand that all conditions of application approval must be completed.

I declare under penalty of perjury under the laws of the State of Washington and the United States of America, that the foregoing statement is true and correct.

\_\_\_\_\_  
Applicant – Print Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Applicant – Signature

\_\_\_\_\_  
Date

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The property owner makes the following statement based upon personal knowledge:

1. I am the current owner of the property, which is the subject of this application including all right-of-way; easements; or other property ownership's which are necessary to fulfill the requirements of this application
2. The application is being submitted with my knowledge and consent.
3. I authorize the above applicant to represent me in the application process for this specific application.

I declare under penalty of perjury under the laws of the State of Washington and the United States of America, that the foregoing statement is true and correct.

\_\_\_\_\_  
Tax Parcel Number(s)

\_\_\_\_\_  
Physical Address/Location

\_\_\_\_\_  
Owner – Print Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Owner – Signature

\_\_\_\_\_  
Date