



Boundary Line Adjustment Permit Application Packet



PLANNING DEPARTMENT
319 Main St. Sultan, WA 98294
Phone 360.793.2231 Fax 360.793.3344



Type I Permit-

Boundary Line Adjustment Permit

INSTRUCTIONS

Below is a checklist of items that must be submitted as part of your application for a boundary line adjustment. The below outlines the minimum information that must be provided on your plan sheets. Numbers in parenthesis equal the number of copies required. Please use only paper clips and/or binder clips when assembling documents.

All Boundary and Topographic Surveys must be prepared by—or under the supervision of—a professional land surveyor registered in the State of Washington.

If you have any questions about what is required, or if you would like to schedule a pre-application meeting, please call the Planning Department at 360.793.2231.

SUBMITTAL CHECKLIST

- ◇ (1) CD with Individual PDFs of Each Item Listed Below ↓
- ◇ (1) Original, Plus (4) copies of the Type I Application
- ◇ (1) Vicinity Map (on 8½" X 11")
- ◇ (1) Written Narrative (description of proposal)

SITE PLANS

- ◇ (1) Original (wet-stamped) plus (5) full size copies
- ◇ (2) 11" X 17"
- ◇ (2) 8½" X 11"

REPORTS

- ◇ (2) Lot Closures
- ◇ (2) Title Report, not more than 30 days old at time of submittal

SITE PLAN REQUIREMENTS

Cover Sheet

- ◇ Title Block (centered at top of sheet) That Includes the Following:
 - ◆ City of Sultan
 - ◆ Name of Proposed Boundary Line Adjustment
 - ◆ File No. (call for correct number)
 - ◆ Section, Township, & Range
 - ◆ Site Street Address (use block # if no bldg. #)

- ◇ Title Bar (locate at bottom or along right edge of sheet) That Includes the Following:
 - ◆ County Auditor's Certificate Block
 - ◆ Land Surveyor's Certificate Block
 - ◆ Include Statement That Map is True and Correct Representation of Lands Surveyed in Accordance with City and State Law
 - ◆ Include Statement That All Lot Corners Have Been Found and Staked
 - ◆ Include Name, Address, Phone Number, & Signature of Registered Surveyor
 - ◆ Name and Address of Applicant
 - ◆ Date Map Was Prepared and/or Revised

- ◇ Site Information
 - ◆ Declaration Block with Lines for Each Owner's Signature
 - ◆ Acknowledgement Block for Certified Notary Block for Each Owner's Signature
 - ◆ Recording Block(s) for County Approvals
 - ◆ Approval Block for City
 - ◆ Existing Legal Descriptions for Each Lot
 - ◆ New Legal Descriptions for Each Lot
 - ◆ Legal Description for Area of Conveyance
 - ◆ Legal Description of All Easements, Driveways, Tracts, Dedications, and Rights-of-Way with Purpose
 - ◆ Surveyor Notes (if applicable)
 - ◆ Scaled Vicinity Map (include north arrow, scale, pinpoint site location, & label all roads w/in ½ mile of site)

Site Plan Sheet (Use Scale of 1" to 50' or larger)

- ◇ Title Bar (locate at bottom or along right edge of sheet) That Includes the Following:
 - ◆ Include Registered Surveyor Seal
 - ◆ Include Name, Address, and Phone Number of Registered Surveyor
 - ◆ Include Name, Address, and Phone Number of the Applicant
- ◇ Existing Lot Lines Including Lot Line Dimensions in Feet and Hundredths for Total Area Being Adjusted
- ◇ Perimeter of Area of Conveyance in Feet and Hundredths AND Total Square Footage of Area to Be Conveyed
- ◇ Existing & Proposed Lot Acreage and Square Footage for Each Lot
- ◇ Lot Number/Letter and Tax ID Number for Each Lot
- ◇ Location and Dimensions in Feet and Hundreds of all Existing and Proposed Easements, Driveways, Tracts, Dedications, and Rights-of-Way with purpose
- ◇ Location of Existing and Proposed Utility Lines, Sewer Lines, and Water Mains (below & above ground)
- ◇ Location of Existing and/or Proposed Ingress/Egress to Each Lot from a Public Right of Way
- ◇ Delineation of Existing Environmental Critical Areas, if applicable

NOTE: Cover Sheet and Site Plan Sheet may be combined if all information is provided.



TYPE 1 PERMIT APPLICATION- BOUNDARY LINE ADJUSTMENT

Date Received:	
APPLICANT INFORMATION	
Name(s)	
Address	
Phone (main)	
Phone (cell)	
Email	
CONTACT INFORMATION	
Name(s)	
Address	
Phone (main)	
Phone (cell)	
Email	
CONSULTANT INFORMATION	
Surveyor	
Address	
Phone (main)	
Phone (cell)	
Email	
Engineer	
Address	
Phone (main)	
Phone (cell)	
Additional Contact(s)	
Address	
Phone (main)	
Phone (cell)	
Email	
GENERAL INFORMATION	
Property Address & Location	
Total acres of proposal	

Tax Parcel ID# (list all)	
Existing Use of Property	
Water Supply (current & Proposed)	
Sewer Supply (current & Proposed)	
PROJECT DESCRIPTION	
DATE OF PRE-APPLICATION (IF APPLICABLE)	

APPLICANT CERTIFICATION

I certify that I am the Owner or Owner’s authorized agent. If acting as an authorized agent, I further certify that I am authorized to act as the Owners agent regarding the property at the above referenced address for the purpose of filing applications for permits or review under the Sultan Municipal Code and I have full power and authority to perform on behalf of the Owner all acts required to enable the City to process and review such applications.

I do hereby declare under penalty of perjury under the laws of the state of Washington that I have familiarized myself with the rules and regulations with respect to preparing and filing this application and that the statements and information submitted herewith are in all respects true and correct to the best of my knowledge and belief.

DATED AT _____, Washington on this date: _____
 Applicant’s Signature: _____

REAL PROPERTY OWNER CERTIFICATION

I do hereby declare under penalty of perjury under the laws of the state of Washington that I am the owner of the subject property or an officer/member of the entity owning the subject property, that it is my desire to seek the subject land use permit, and that I will abide by any requirements and conditions that may be part of the approval of this request. I also hereby grant permission for City employees, agents of the City and/or other agency officials to enter the subject property, if necessary, for the purpose of site inspections.

DATED AT _____, Washington on this date: _____
 Owner’s Signature: _____

All other property owners of the subject property must also sign below (attach additional sheets if necessary):

1) Name: _____ Signature: _____
Address: _____ Phone: _____

2) Name: _____ Signature: _____
Address: _____ Phone: _____

3) Name: _____ Signature: _____
Address: _____ Phone: _____

4) Name: _____ Signature: _____
Address: _____ Phone: _____