



BOUNDARY LINE ADJUSTMENT AND LOT CONSOLIDATION

WHAT IS THE PURPOSE OF THIS WORKSHEET?

This worksheet is to help prospective applicants prepare the required documentation needed to submit a complete application. Please note that this is not the official application, but a tool to assist in the compilation of the materials required for the review by the City. It is important that prospective applicants contact the Planning and Building Division prior to submitting an application as some projects may not require the submittal of all the materials listed or may require additional materials not listed. In order to help work out any potential problems before the formal submittal, the City of Bonney Lake encourages applicants to attend a pre-application meeting.

FOR CITY USE	
	<input type="checkbox"/> Application: Provided one (1) copy of the Land Use Application.
	<input type="checkbox"/> Fee: Boundary Line Adjustment - \$1,450 Lot Combination - \$250
	<input type="checkbox"/> CD: One (1) CD that contains PDF versions of all required submittal materials in a MS Windows compatible format. All sheets shall be oriented so that the top of the page is always at the top of the computer monitor. Name and bookmark each plan sheet in a way so the reviewer can quickly move from sheet to sheet. <u>Emails and thumb drives will not be accepted.</u>
	<input type="checkbox"/> Title Certificate: Provide one (1) copy of the title certificate that is not more than 90 days old at the time of submittal. The title certificate must include copies of all easements, deed restrictions, and other encumbrances restricting use of the site.
	<input type="checkbox"/> Project Narrative: Provide one (1) copy. The narrative should provide a brief and thorough description of the project.
	<input type="checkbox"/> Boundary Line Adjustment: Provide one (1) copy of the drawings which complies with all requirements of Chapter 58.09 RCW (Survey Recording Act) and WAC 332-130-050 (Survey Map Requirements) and includes the following additional information: <ol style="list-style-type: none"> 1. A. Legal description(s) of the parcels to be adjusted, verbatim from a current title report. 2. All existing lots, tracts, parcels, right-of-ways, and easements shown in light or medium line weights using various dashed line types. 3. Recording numbers and brief description of any easements, maintenance agreements, covenants, restrictions, etc. affecting the subject property. 4. Final lots shown with heavy line weights and solid lines, with lot designations and areas in square feet.

Public Services Department

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	<ol style="list-style-type: none">5. Clearly label lines subject to being adjusted as New Line, Old Line or Line To Be Removed (in the case of lot combination).6. Sufficient geometry to accurately locate all lots, tracts, parcels, and easements.7. All existing structures with locations indicated by measurements perpendicular to the adjusted property lines.8. The area and dimensions of each lot affected.9. Owner's Declaration signed and acknowledged before a notary public by all parties having any ownership interest in the lands to be adjusted.10. The City's name and project file number.11. Scale of the drawing with scale bar.12. Signature block for the Planning and Building Supervisor.
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