



**CITY OF REDMOND**  
**February 2008 Addendum to**  
**Application Submittal Requirements**  
**for**  
**Boundary Line Adjustment**

Please note that in addition to the submittal requirements listed on the standard form, the following items must be included in your application submittal in order to determine completeness for your application.

- I. Five (5) copies of a land survey prepared by a land surveyor licensed in the state of Washington
- II. If an ALTA survey has been completed, please provide five copies of the ALTA survey. The Technical Committee may require completion of an ALTA survey in certain instances. If required, you will be notified of this requirement during review of your proposal.
- III. Number of required plan sets has been reduced for certain documents. Where there is a reference for a requirement of ten (10) sets, only five (5) sets are now required.

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Rev 2/08



**CITY OF REDMOND**  
**APPLICATION REQUIREMENTS FOR:**  
**BOUNDARY LINE ADJUSTMENT**

**An appointment must be scheduled to submit your application to the Development Services Center. Please call 425-556-2494 to schedule your appointment. Applications delivered by courier or by mail will not be accepted. Failure to include all items will result in the application being deemed incomplete and will not be reviewed until complete.**

Did this project have a Pre-Application meeting with the Technical Committee? Y N  
If Yes, what was the most recent pre-app date? \_\_\_\_\_  
What was the file # of the pre-app? \_\_\_\_\_

Did this project have a Pre-Application meeting with the Design Review Board? Y N  
If Yes, what was the most recent pre-app date? \_\_\_\_\_  
What was the file # of the pre-app? \_\_\_\_\_

**Please note** that the submittal requirements below may change periodically. These submittal requirements are dated **June 2006**.

**I. APPLICABILITY\BACKGROUND**

An application for a Boundary Line Adjustment (BLA) is required for the removal of lot line(s), or for any lot line modifications that do not result in additional building lots. Modifications to a recorded final plat may require a plat alternation. Please consult with the Planning Department.

**II. PROFESSIONAL PREPARATION**

All Boundary Line Adjustment applications shall be prepared by the appropriate professional(s) licensed in the State of Washington. A license stamp or registration number, whichever is applicable, shall be provided on the face of site plan review application materials.

**III. GENERAL**

**The applicant shall check each item below to confirm these items are included in the application submittal package:**

- \_\_\_A. Completed General Application Form and Project Contact Form
- \_\_\_B. A completed SEPA Application form (Application form only, no checklist required)
- \_\_\_C. A completed SEPA/CAO Fee Worksheet
- \_\_\_D. Application Fees (please provide receipts from Technical Committee and Design Review Board pre-application meetings in order to determine the Pre-Application meeting credit).
- \_\_\_E. Vicinity map with labeled streets and north arrow.

- \_\_\_\_ F. Two copies of a Plat Certificate or Title Report (dated within 90 days of the application submittal date) for all parcels involved. The Plat Certificate or Title Report must be labeled "Plat Certificate" or "Title Report".
- \_\_\_\_ G. Computation sheets, labled "Computation Sheets" that provide the square footage of all streets, lots, tracts and total area contained within the subject parcels. Note: The area of streets, lots and tracts must equal the total area.
- \_\_\_\_ H. Surveyor's name, address, telephone number and e-mail address.
- \_\_\_\_ I. Letter from applicant or his/her representative explaining the reason for requesting the proposed lot line adjustment. The letter must be labeled "Reason for Request".
- \_\_\_\_ J. Two (2) copies of any existing or proposed covenants or restrictions, labled "CC & Rs".
- \_\_\_\_ K Existing and proposed utilities and utility easements.

#### IV. **FORMAT**

Ten (10) 18" X 24" paper copies of the BLA mylar, labled "BLA Mylar" showing all of the information required as noted below. **The actual mylar shall not be required until it is ready for final recording.** The mylar, when required, shall be 4 mil, photomylar acceptable, but no stick-ons.

All plans must be folded and grouped in sets (each set to include one of each type of plan). Architectural fold is preferred.

The paper copies shall include:

- \_\_\_\_ A. A title block in the lower right corner with the following items in the order listed:
  1. Name of the BLA (usually the property owner's last name)
  2. Provision for the City's file number (i.e. L\_\_\_\_\_)
  3. Section\_\_\_\_, Township\_\_\_\_, Range\_\_\_\_
  4. Tax lot number(s)
  5. "Redmond, King County, Washington"
  6. Scale with bar graph. Plans must be prepared at an engineering scale to best achieve the depiction of the parcel.
- \_\_\_\_ B. Notation of north point with:
  1. North arrow
  2. Basis of bearing (recorded survey)
  3. Washington North Lambert Grid

- \_\_\_\_ C. Indication of perimeter boundary, lot and right-of-way lines with a notation of bearings (or azimuth from the north), distances, and curve data. The curve data must include:
1. Radius, central angle, arc length, and tangents
  2. Radial bearings for all:
    - points of compound curves
    - reverse curves
    - beginning and/or ending of all non-tangent curves
- \_\_\_\_ D. Define the purpose and delineate all:
1. Existing and/or proposed easements to be dedicated or reserved for public use.
  2. Existing and/or proposed areas and facilities for the common use of residents or property owners.
- \_\_\_\_ E. Location of all monuments, both found and set.
- \_\_\_\_ F. Legal description of the subject property prior to the lot line adjustment and after the lot line (s) have been adjusted.
- \_\_\_\_ G. Description of easement provisions. Existing easements needed to be vacated must be noted.
- \_\_\_\_ H. Location of existing structures, including distance to property lines.
- \_\_\_\_ I. Location, boundaries and approximate size of any water courses, area subject to inundation of storm water overflows and marshes.
- \_\_\_\_ J. If the project is located within a floodplain, you must provide the Base Flood Elevation.
- \_\_\_\_ K. Certification of the land surveyor that the platting regulations have been complied with, that a proper survey was made, together with provisions for his/her signature and seal, according to RCW 58.09.080. (Signature shall not be required until the final mylar is ready for recording)
- \_\_\_\_ L. Certification of approval by:
1. The King County assessor and Deputy assessor as indicated by his/her signature
  2. The Redmond City Engineer as indicated by his/her seal and signature
  3. The Director of Planning and Community Development as indicated by his/her signature
  4. The Director of Public Works as indicated by his/her signature
- \_\_\_\_ M. Notarized signature of all vested owners
- \_\_\_\_ N. Recording certificate with provision for the time and date of recording