



PLANNING DEPARTMENT

Mailing Address: P.O. Box 39, Concrete, Washington 98237

Office Location: 45672 Main Street, Concrete, Washington

98237 Phone: (360) 853-8401

BOUNDARY LINE ADJUSTMENT CHECKLIST:		PERMIT TYPE:	
Applicant Checklist		Boundary Line Adjustment	Office Use Only
	SUBMITTAL REQUIREMENTS: The number indicates the number of copies for submittal (if applicable).		
	Master Permit Application (Signed & Notarized by all Landowners involved)	3	
	Application Fee	✓	
	Plat Certificate or Title Report (that is less than 30-days old)	3	
	Copy of deed(s) of all properties, easements, & other items of record included in the title report	3	
	Lot Closure Calculations	3	
	Critical Area Report (if located on the subject property or within 300 feet of it)	3	
	Legal Descriptions (Before and After BLA)		
	Boundary Line Adjustment Map which includes the following items:	3	
	<ul style="list-style-type: none"> • BLA Maps shall be submitted on sheets sized 18" x 24" with a 2" margin on the left side and 0.5" margin on all other sides. Additionally, include a reduced 11" x 17" map. 	✓	
	<ul style="list-style-type: none"> • A survey of the subject property that is prepared by and bears the seal and signature of a <u>registered professional land surveyor that's licensed in the State of Washington</u> 	✓	
	<ul style="list-style-type: none"> • Engineer's scale graphically depicted and noted in text (i.e., 1" =10', 1" =20', etc.). Provide both graphic & bar scales used. 	✓	
	<ul style="list-style-type: none"> • North arrow & Legend 	✓	
	<ul style="list-style-type: none"> • Indicate date surveyed /drawn 	✓	
	<ul style="list-style-type: none"> • Vicinity Map showing general vicinity for the project with subject property highlighted 	✓	
	<ul style="list-style-type: none"> • Name of BLA & Planning Department File Number 	✓	
	<ul style="list-style-type: none"> • Landowner name(s), parcel number(s), & site address on map 	✓	

	<ul style="list-style-type: none"> Title block on the lower right corner or bottom of the page with record of survey name, surveying company contact information, drawing scale, sheet number, and quarter section location 	✓	
	<ul style="list-style-type: none"> Provide boundary lines for both existing and proposed lots, right-of-ways, easements (public and private), tracts, and parcels with accurate bearings and distances, and line and curve tables (if necessary). 	✓	
	<ul style="list-style-type: none"> Show the location of all monuments and corners both found and set in the field including date visited. 	✓	
	<ul style="list-style-type: none"> Identify the original and adjusted lot sizes either in a table or on the lots themselves. Identify lots to be modified as "Lot A", "Lot B", etc. or as "Lot 1", "Lot 2", etc. 	✓	
	<ul style="list-style-type: none"> Show the location, dimensions, and setbacks from property lines of <u>all existing buildings or structures</u>. Identify each building's use (house, barn, garage, etc.). Indicate roof overhang lines for all structures along with the location of any decks, patios, and retaining walls. 	✓	
	<ul style="list-style-type: none"> Show location of any public or private easements (with recording number noted), drain-fields, septic tanks, wells, utilities, driveways providing access to the lot, & encroachments. 	✓	
	<ul style="list-style-type: none"> Show present lot boundaries by dashed lines and proposed lot boundaries by solid lines. 	✓	
	<ul style="list-style-type: none"> Provide accurate legal descriptions for lots both before and after adjustment. 	✓	
	<ul style="list-style-type: none"> Indicate street names and width of right-of-ways. 	✓	
	<ul style="list-style-type: none"> Show the <u>location of any critical areas and associated buffers</u> (i.e., streams, wetlands, geologically hazardous areas/ steep slopes, fish & wildlife conservation areas, aquifer recharge areas, & floodplains) on the subject property or within 300 feet of it. 	✓	
	<ul style="list-style-type: none"> For shorelines within 200 feet of the subject property, indicate the underlying shoreline environment /designation and show the ordinary high-water mark (OHWM), setbacks from the OHWM to all structures, & location of any bulkhead located on the property. 	✓	
	<ul style="list-style-type: none"> Provide the following information on the map: <ol style="list-style-type: none"> Declaration /consent of all landowner(s) and acknowledgment(s) Land surveyor's certification stating, "This map represents a survey made by me or under my direction in conformance with the requirements of the Survey Recording Act at the request [insert name person or entity] in [insert month], [insert year]." Skagit County Auditor's recording file number or certificate block Subdivision Administrator and Town Engineer Certificate 	✓	

ADDITIONAL REQUIREMENTS /NOTES:

The boundary-line adjustment map should include accurate lines drawn to scale showing the parcels included in the boundary-line adjustment and showing ties to existing or established section and/or plat monumentation pertaining to the establishment of lot corners.

No additional lots can be created by a Boundary Line Adjustment and shall comply with Concrete Municipal Code Title 19 Zoning standards (i.e., minimum lot size, setbacks, access, etc.).

Additionally, please note, that following review and approval of the subject boundary-line adjustment by the Town of Concrete the property owner /or surveyor is responsible for preparing and recording the appropriate legal instrument to transfer the property.

If the Town elects to use the services of a consultant (third party review) or attorney, the applicant/developer shall pay to the Town all actual fees incurred.

All costs associated with the public notice shall be borne by the applicant including publication, mailing, and posting costs.