




Boundary Line Adjustment Application Checklist

This checklist covers the application for a boundary line adjustment for properties located in unincorporated King County. Applications may be submitted online or as a paper application in the Permitting office.

Supplemental documents indicated as “Other” may or may not apply to your permit application. For additional information refer to the [Permit application forms listed by packet web page](#), Boundary Line Adjustment packet.

Apply On-Line at MyBuildingPermit.com

Select: King County | Land Use | Any Project Type | Land Division | Boundary Line Adjustment



Submittal Documents

Submittal requirements will depend on the type and extent of your project work. The following checklists outline the minimum submittal requirements for a boundary line adjustment application. Individual projects may require additional submittals and/or permits.

Online:	Submit one copy of each required document in PDF format. The Electronic Plan Requirements handout provides more detailed information. All subsequent submittal and revision documents will be made through MyBuildingPermit.com.
----------------	--

Copies	Required Submittal Documents
1	Boundary Line Adjustment Owner Information (see BLA packet)
1	Land Use Permit Application (see BLA packet)
1	Site Plan shall be: <ul style="list-style-type: none"> A. Prepared by a land surveyor, licensed in the State of Washington; B. Consistent with Survey map requirements as defined in Washington State Administrative Code (WAC 332-130-050); C. Drawn to standard engineering scale with a north arrow; D. On template consistent with King County Permitting Division, Boundary Line Adjustment Site Plan Template (see Computer Aided Design CAD Templates packet) and include the following: <ul style="list-style-type: none"> a. Old lot lines shown using dashed line type and labeled “OLD LOT LINE” with associated land-hook; b. New lot lines shown using solid line type and labeled “NEW LOT LINE”; c. Bearings and distances of all existing and proposed lot lines; d. Adjacent street names & locations;

Boundary Line Adjustment Application Checklist, continued

	<ul style="list-style-type: none"> e. Show existing and proposed easements with references to recording numbers; f. Existing structures and distances to lot lines for structures which are within 15 feet of proposed lot lines; g. Existing wells, septic tanks and/ or drain fields, and associated distances to property lines; h. Old lot parcel numbers and legal descriptions as shown on the title report; i. Approximate area of old and new lots; j. If lots involved are under separate ownership include the transfer area legal description; k. Identify new lots on the map using bold font; l. If the property is within the jurisdiction of the shoreline Management Act, the map page should also include: <ul style="list-style-type: none"> i. Location of water body and Ordinary Highwater Mark (OHWM), floodway, and floodplain; ii. Shoreline Environmental Designation, i.e. High Intensity, Residential, Rural, Conservancy, Resource, Forestry, Natural or Aquatic.
1	King County Assessor's Quarter Section Map (full scale / 1 inch = 100 feet) with subject properties highlighted in color
1	A title report for each lot involved issued within 30 days of application. The title report shall list all persons having ownership interest, a legal description of the properties, and a list of all encumbrances affecting the site. A second title report update will be required prior to recording.
1	Affidavit Concerning Critical Areas Compliance (see BLA packet)
1	Legal Lot, Proof of (see BLA packet)
1	Lot closure reports of new lots prepared by land surveyor and consistent with WAC 332-130-090 .
Seattle – King County Public Health Department Review	
1	If any lots do not meet one of the Public Health Approval Exemptions listed below then this BLA is subject to review by the Seattle - King County Public Health Department. The Application for Public Health Department Review of Final Boundary Line Adjustment or Rezone must be received by the Health Department prior to submitting with Permitting.

Boundary Line Adjustment Application Checklist, continued

Water & Sewer Availability	
1	<ul style="list-style-type: none">a. Non-vacant lots are served by public water/ sewer (Copies of current water & sewer bills are enclosed)b. Lot mergers (also referred to as lot line elimination) in which no new lot lines are createdc. Vacant lots will be served by public water/ sewer (Copies of water & sewer availability certificates are enclosed)d. Vacant lots will be larger than 5 acres (Note that suitability of Water and Wastewater have not been reviewed by Public Health)
Critical Areas Review	
1	For all vacant lots a Critical Areas Designation Information and Application . If any lot is vacant and does not have a Critical Areas Designation additional fees will be added for concurrent critical areas review (Complex Boundary Line Adjustment fees).

Required Documents:

- Boundary Line Adjustment Owner Information
- Land Use Permit Application
- BLA Site Plan
- King County Assessor's Quarter Section Map
- Title Report
- Affidavit Concerning critical Areas Compliance
- Legal Lot, Proof of
- Lot Closure Reports

Additional Documents:

- Critical Areas Designation (CAD)
- Certificate of Water Availability
- Certificate of Sewer Availability
- Water Bills
- Sewer Bills
- Application for Health Department Review of Final Boundary Line Adjustment or Rezone