



Submittal Worksheet  
**BOUNDARY LINE ADJUSTMENT**

**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.*

**DIGITAL SUBMITTAL REQUIRED**

*The City has implemented a paperless permit system for all planning permits. All required application materials are required to be submitted electronically to the Bonney Lake Permit Center. Please contact the Bonney Lake Permit Center at (253) 447-4344 regarding the submittal process. All submittal documents are required to be consistent with the Digital Submittal Requirements.*

**Land Use Application:** The Land Use Application must be signed by the property owner or the applicant must also submit a notarized copy of the Agent Authorization Form.

**Fee:** \$1,950

**Project Narrative:** The narrative shall provide a brief and thorough description of the project.

**Closure Report:** The lot closure report shall include information on the lots, roads, and plat boundary.

**Title Report:** The title report shall be less than 90 days old at the date of submittal.

**Final Documents:** The final documents shall comply with all requirements of Chapter 58.09 RCW (Survey Recording Act) and WAC 332-130-050 (Survey Map Requirements) and include the following additional information:

1. 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.

## **BOUNDARY LINE ADJUSTMENT**

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.