



BOUNDARY LINE ADJUSTMENT

PURPOSE

A boundary line adjustment (BLA) is intended for the purpose of altering the location of property lines in order to reflect existing physical boundaries or to make minor changes to lot lines. BLAs are a minor alteration in the location of lot boundaries on existing lots. Such alteration shall not increase the number of lots nor diminish in size open space or other protected environments, shall not diminish the size of any lot so as to result in a lot of less square footage than prescribed in the zoning regulations, and shall not result in the reduction of setbacks or site coverage to less than prescribed by the zoning regulations.

WHO MAKES THE DECISION

The Community Development Director will make the decision on the BLA. The application is processed under the provisions of *Federal Way Revised Code* (FWRC) Chapter 18.10, "Boundary Line Adjustments." Your application will be evaluated on the basis of the information you provide, the criteria listed in the pertinent sections of the city's regulations, and inspection of the property. Upon determining that the BLA application is complete, the city will distribute a notice of complete application.

ENVIRONMENTALLY CRITICAL AREAS

Projects that involve work within environmentally critical areas may require that the city contract out for expert technical assistance. Pursuant to FWRC 19.145.080, the applicant is responsible for providing any information, mapping, studies, and materials; and having the city's third party consultant review the materials for compliance. You will be advised at an early point in the process if your project will be subject to these types of expenses.

RECORDING

The applicant records the approved BLA with the King County Division of Records and Elections, at their expense. Before the action is considered complete, a copy of the BLA document, stamped with the recording number, must be returned to the city for a final review and placement in the official file.

HOW TO APPLY

The applicant (owner or owner's appointed agent) files a complete application with the Community Development Department using the Master Land Use Application form, which can be obtained at our office or on the city's website (www.cityoffederalway.com).

All application materials must be submitted electronically. Please visit our website at <https://www.cityoffederalway.com/node/4588> to request a document upload link and obtain information on how to successfully prepare your application materials for electronic submittal and review.

A complete application is required before the city can proceed with technical analysis and make an informed decision on your application. Following is a list of materials that must be submitted with your application. Please do not turn in your application until all items on the list that apply to your proposal have been included. Incomplete applications or improperly named/formatted documents will not be accepted. Consult with the Community Development Department's Permit Center (253-835-2607, or permitcenter@cityoffederalway.com) if you have a question. All application materials become public information.

BOUNDARY LINE ADJUSTMENT SUBMITTAL REQUIREMENTS

Project Name: _____

Project Description: _____

Applicant/Agent: _____

File No(s): _____

Required	Submitted	
<input type="checkbox"/>	<input type="checkbox"/>	Completed Master Land Use Application, including the signature of persons with ownership interest in the property. Agent authorization is required if the application is not signed by owners of all subject parcels.
<input type="checkbox"/>	<input type="checkbox"/>	Application fees
<input type="checkbox"/>	<input type="checkbox"/>	Lot closure calculations (with surveyor's seal) of the proposed lots.
<input type="checkbox"/>	<input type="checkbox"/>	Title report for the subject property, not more than one year old, including any easements or restrictions affecting the properties with a description, purpose, and reference by auditor's file number and/or recording number; parties of interest; and any restrictions or covenants running with the property.
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of water availability, signed within a year of the date of application.
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of sewer availability, signed within a year of the date of application, unless the site is to be served by an on-site septic system; <i>or</i> Seattle-King County Health Department approval of the proposed BLA if the project is to be served by an on-site septic system.
<input type="checkbox"/>	<input type="checkbox"/>	Critical area report, if required per FWRC 19.145.080.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed BLA drawing <i>as specified below</i> . <ul style="list-style-type: none"> • The drawing shall be 18 x 24 inches in size, drawn to a scale of 1"=50' or larger, on the city's standard BLA title block form (contact Public Works for current title block form). • One set of reproducible drawings (paper or mylar) will be required after the BLA is approved, prior to signing and recording. The applicant is responsible for making two paper copies once the BLA is signed.
<input type="checkbox"/>	<input type="checkbox"/>	Additional information as required by Community Development and/or Public Works.

Required Submitted

<input type="checkbox"/>	<input type="checkbox"/>	Boundary Line Adjustment Drawing including, but not limited to:
		<ul style="list-style-type: none">• Proposed name of the BLA. (You may wish to check with the city to make sure the name has not been taken yet.)• Name, address, and phone number of each property owner.• Name, address, and phone number of the registered land surveyor.• Scale of drawing, north arrow, and date (subsequent resubmittals must have a revision date).• Vicinity map with labeled streets and north arrow.• Location by section, township, and range.• Legal description of existing and proposed lots.• Tax parcel numbers of the parcels being altered by the boundary line adjustment.• The existing lot lines shown in dashed lines and the area of each of the lots.• The new lot lines shown in solid lines and the area of each of the new lots.• Existing topography of the land indicated by contours of 2-foot intervals for slopes less than 15 percent and 5-foot intervals for slopes of 15 percent or greater.• Vertical Datum (NGVD-29 or KCAS).• Location and extent of significant natural features on and immediately adjacent to the site. Such features shall include but are not limited to streams, wetlands, views, stands of trees, and water bodies to the extent that significant natural features and/or their associated buffers affect the BLA.• Location of all structures shown on lots with distances shown to existing and proposed lot lines if within 50 feet.• Location of all existing and proposed recorded easements for access, utilities, or other purposes with recording number.• Location, widths, and names of existing abutting streets. Provide location of existing driveways or access route to right-of-way of existing and new lots.• Basis of bearing shown.• Statement of equipment and procedures used indication of perimeter boundary, lot, and right-of-way lines with a notation of bearings or azimuth from the north, distances, and curve data.• Location and description of all monuments both found and set.• Identification of all controlling corners used. (i.e. calculated, found, established, reestablished) A field survey for establishment of corners is not required when an interior lot line is removed.• Where an on-site sewage disposal system is utilized, Seattle-King County Department of Public Health signature is required.• The city's file number will be assigned upon application. Include the file number on subsequent resubmittals.