



## GRANITE FALLS

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# BOUNDARY LINE ADJUSTMENT SUBMITTAL CHECKLIST

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- Application Fee
- Boundary Line Adjustment Application (original + 4 copies) (completed)
- Legal descriptions of all existing and adjusted lots, tracts or parcels (4 copies)
- Vicinity Map (4 copies)
- If Boundary Line Adjustment is a single application for multiple properties, a copy of a record of survey must be provided for review.
- Current Title Report (current within 30 days)
- Adjacent Property Owners Mailing Labels & Map: All property owner names & their mailing addresses within 300 feet (or 500 feet when adjacent to natural resource lands) and a map outlining the adjacent properties.
- Wetland Mitigation Plan, if required - 4 copies

**The Boundary Line Adjustment Application and Map/Plot Plan must conform to the Snohomish County Auditor's recording requirements.**

- Map/plot plan (Original + 4 copies) 8 ½" x 14" – drawn at a scale no greater than 1 inch = 50 feet or other scale allowed by the City. The map/plot plan must show:
  - The date, scale, north arrow;
  - Boundary lines (both present and revised), right of way for streets, easements and property lines of lots, tracts, parcels or sites with accurate bearings, dimensions or angles of all curves. Present boundary lines shall be solid and revised boundary lines shall be dashed.
  - Names and right-of-way widths of all streets;
  - Number of each lot, tract, parcel or building site and each block;
  - Description of private covenants and special restrictions;
  - Location, dimensions and purpose of any easements;
  - Location and description of monuments and lots, tracts, parcels or building site corners set and found;

- If required to define flood elevations or other features relative to the lot then datum elevations and primary control points approved by the City. Description and ties to all control points will be shown with dimensions, angles and bearings;
- Designation by phantom letters of the lots, tracts, parcels or building sites existing prior to the Boundary Line Adjustment and designation by solid letters of the proposed lots, tracts, parcels or building sites;
- Special setback lines when different from City's Zoning Code;
- A dedicatory statement acknowledging any private or public dedications, donations or grants;
- Locations of existing structures, utilities, setbacks, encroachments, and area of all lots, tracts, parcels or building sites after adjustment;
- Locations of all existing structures and drainfields, if applicable;
- The file number of the boundary line adjustment must be on the boundary line adjustment survey map with the legal description of the total area being adjusted before the boundary line adjustment/survey is ready for recording;
- Any regulated sensitive area such as wetlands, steep slopes or wildlife habitat.