

BOUNDARY LINE ADJUSTMENT APPLICATION

ABOUT THE BOUNDARY LINE ADJUSTMENT (BLA)

A boundary line adjustment (BLA) adjusts boundary lines between adjoining platted and/or unplatted lots. A BLA may not be used to make an already non-buildable lot or tract buildable.

A BLA must allow for sufficient area and dimension to meet minimum requirements for width and area for a building site for any lots, tracts, parcels, sites, or divisions created. The City cannot approve a BLA that results in, or continues, a legal non-conforming situation.

Additionally, BLAs cannot establish an ordinary high-water mark along shoreline properties.

APPLICATION REVIEW PROCESS

A BLA is a Type 1 decision made by the Director.

ACTIONS REQUIRED AFTER APPROVAL

Once the City has approved the application, deeds transferring property ownership, together with a copy of the approved boundary line adjustment, must be recorded with King County within one year.

FEES

Applicants are responsible for providing an initial review deposit (as well as additional deposits as needed) to cover all application review costs.

FEES APPLICABLE TO THIS PROJECT
Counter Service Intake, Type 1
Preliminary Review Deposit
Environmental Consultants Services (if applicable)
Environmental Checklist Review (if applicable)
See current fee schedule

Code Reference

Boundary Line Adjustments
Chapter 19A.24 SMC

Resources

[King County iMap](#)
[Sammamish Property Tool](#)

Questions?

[Submit Project Guidance](#)
[Visit the Permit Center](#)

City of Sammamish
801 228th Ave SE
Sammamish, WA 98075
www.sammamish.us

BOUNDARY LINE ADJUSTMENT APPLICATION

OWNER INFORMATION Owner is organized as an LLC*

Name: _____ Company: _____
(if applicable)

Address: _____

Phone: _____ E-Mail: _____

APPLICANT/REPRESENTATIVE INFORMATION Applicant is organized as an LLC*

Name: _____ Company: _____
(if applicable)

Address: _____

Phone: _____ E-Mail: _____

**O2020-513 requires owners/applicants organized as a single-member or multiple-member LLC to provide the names and addresses of all members, including all individuals who hold transferable interests in the applicant or its members. Please provide this information using the supplemental form on www.MyBuildingPermit.com.*

PROPERTY INFORMATION

Property Address: _____

Parcel Number(s): _____

Total Lot Area(s): _____ Total Critical Areas on Property: _____
(Square Feet) (Square Feet)

Please complete the below for any critical areas on property:

Type	Total Area (Square Feet)	Type	Total Area (Square Feet)
<input type="checkbox"/> Frequently flooded area	_____	<input type="checkbox"/> Lake	_____
<input type="checkbox"/> Landslide area	_____	<input type="checkbox"/> Critical aquifer recharge area	_____
<input type="checkbox"/> Seismic hazard area	_____	<input type="checkbox"/> Wetland	_____
<input type="checkbox"/> Erosion hazard area	_____	<input type="checkbox"/> Stream	_____
<input type="checkbox"/> Erosion hazard near sensitive water bodies overlay	_____	<input type="checkbox"/> Fish & wildlife habitat conservation area	_____

Do you control the property where the work is being proposed (lease, easement, or fee-ownership)?
 Yes No

Property Information continued on next page

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PROPERTY INFORMATION CONTINUED

Is the proposed project located on a parcel that abuts the King County Trail Corridor?

- Yes No

Does the proposal require the use of or crossing the King County East Lake Sammamish Regional Trail for access to the project site?

- Yes No

SUBMITTAL CHECKLIST

A PDF of each document is required at time of submittal. Please label files as numbered and listed below:
(For example: *02 Project Narrative*)

- 01. Signed Application Form
- 02. Acceptance of Financial Responsibility - Affidavit of Applicant Status
- 03. Historic Resources Affidavit
- 04. Water Availability Certificate
- 05. Sewer Availability Certificate
- 06. Preliminary Septic Approval (if applicable)
- 07. Title Report (<30 days old)
 - Must be less than 30 days old
 - Must be for the parcel(s) related to this application
- 08. Quit Claim Deed (if applicable)
- 09. Legal Description
 - Must be for parcel(s) related to this application
 - Must be a title verified description by a Washington State licensed surveyor
- 10. SEPA Checklist (if applicable)
- 11. Critical Area Affidavit
- 12. Boundary Line Adjustment Map showing the following:
 - All property lines including existing and proposed
 - Existing lines to be adjusted (must be dashed and labeled “old line A, B, ...”)
 - Proposed lines (must be solid and labeled “new line A, B, ...”)
 - Bearing and distances of all existing and proposed property lines
 - Adjacent street names
 - Existing and proposed easements/restrictions including the recording number

[Boundary Line Adjustment Map continued on next page](#)

Submittal Checklist continued on next page

BOUNDARY LINE ADJUSTMENT APPLICATION



SUBMITTAL CHECKLIST CONTINUED

- 12. Boundary Line Adjustment Map (**Continued**)
 - Existing structures and distances to property lines
 - Existing wells, septic systems (including tanks), drain fields, and reserve areas and distances to property lines
 - Parcels (identify as Lot A, Lot B, etc. and match to legal descriptions)
 - Lot area and dimensions of all existing and proposed lots
 - Existing and proposed legal descriptions for each lot, including area of conveyance
 - Text designating the proposed lot line(s) and corresponding corrected legal description as the legal property line(s)
 - The location of all critical areas, per [Chapter 21A.50 SMC](#)
 - Include signature blocks for city and county officials and property owners
- 13. Calculations, Lot Closures, Lot Summary
- 14. Storm Drainage Analysis (Technical Information Report) (if applicable)
- 15. PW Standards Deviation (if proposed)
- 16. Plan Set

CERTIFICATIONS & SIGNATURES

I have read this application in its entirety and certify that all information submitted, including any supplemental information, is true and complete to the best of my knowledge. I acknowledge that willful misrepresentation of information will terminate this permit application. I understand that my submittal will be reviewed for completeness and, if found to be complete, will be processed pursuant to [Chapter 20.05 SMC](#).

Owner Signature: _____ Date: _____

Applicant/Representative Signature (if applicable): _____ Date: _____

ONLINE SUBMITTAL INSTRUCTIONS

- 1 Create an account on MyBuildingPermit.com.
- 2 Select “Apply For Permit” and then select “Sammamish” as the jurisdiction.
- 3 Select the following:

<u>Application Type</u>	<u>Project Type</u>	<u>Activity Type</u>	<u>Scope of Work</u>
Land Use	Any Project Type	Land Division	Boundary Line Adjustment
- 4 Complete & save this form before uploading it in the “File Upload” section along with the required submittal documents.