



**CITY OF TUMWATER**  
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 Email: [cdd@ci.tumwater.wa.us](mailto:cdd@ci.tumwater.wa.us)  
 (360) 754-4180

**BOUNDARY LINE ADJUSTMENT  
 Submittal Checklist**

TUM -	DATE STAMP
RCVD BY	

**APPLICANT INFORMATION** *(please print neatly)*

NAME OF APPLICANT: \_\_\_\_\_

**SUBJECT PROPERTY INFORMATION**

ADDRESS OF PROPERTY (COMPLETE): \_\_\_\_\_

If a Boundary Line Adjustment (BLA) is to be utilized to consolidate lots, tracts and/or parcels or to resolve minor boundary-line problems (such as an encroachment or encroachments found as a result of a boundary survey) between two or more lots, tracts, parcels, sites or divisions of land, a complete application shall consist of all items on this checklist unless waived by Staff.

**A. PERMIT APPLICATION** N/A Provided Staff

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 1. Provide a complete and signed (by owner or authorized representative) application and applicable fee.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Two copies of the Title report / Plat Certificate / Subdivision Guarantee, dated no more than 30 days prior to submittal.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Statement indicating the purpose of pursuing the BLA. Any existing structures must meet the minimum setbacks from the new property lines.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Two copies of the draft of the Deed(s) to be recorded immediately after the BLA is recorded, for transferring title on the adjusted areas, if the BLA parcels are owned by different property owners. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Five copies of the proposed BLA drawings.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. One reduced copy (11"x17") of the proposed BLA drawing.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**B. BOUNDARY LINE ADJUSTMENT MAPS** N/A Provided Staff

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 1. The BLA map shall be on 18"x24" sheet(s) drawn to a scale of no more than 1"=20' and no less than 1"=100', unless otherwise approved by the City. The BLA map shall be a drawing of the entire contiguous parcel(s) showing the following information: |                          |                          | <input type="checkbox"/> |
| a. Date, scale, and north arrow.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Section, Township, Range and Sheet Number.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Vicinity Map showing location of the site and its relationship to surrounding areas, including existing streets, lakes and streams.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Boundaries of all the parcel(s) included in the BLA.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Legal description of all the parcels included in the BLA, along with the parcel number(s).   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| f. The letter (alphabets beginning with A) assigned to each parcel.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| g. Location and dimensions of any existing and proposed easements and right-of-way for public services or utilities contained within the BLA.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## Boundary Line Adjustment Submittal Checklist

B. BOUNDARY LINE ADJUSTMENT MAPS (CONTINUED)	N/A	Provided	Staff
h. The size (acreage and square footage) of each proposed parcel.		<input type="checkbox"/>	
i. Street address blocks within the boundary of each proposed parcel.		<input type="checkbox"/>	
j. Legend that includes monumentation found and set.		<input type="checkbox"/>	
k. Reference Survey index.		<input type="checkbox"/>	
l. Space shall be provided for any conditions of approval and/or notes required to be placed on the final BLA.		<input type="checkbox"/>	
m. Whenever a survey of the proposed BLA reveals a discrepancy (as defined by RCW 58.17), the discrepancy shall be noted on the face of the BLA.	<input type="checkbox"/>	<input type="checkbox"/>	
n. Location of:			
- All existing (and if proposed to remain or be removed) structures, and distances to proposed property lines.	<input type="checkbox"/>	<input type="checkbox"/>	
- All on-site and off-site wells (within 200 feet) with their protective radii. If there are no on-site or off-site wells, a statement to that effect must be placed on the BLA map.		<input type="checkbox"/>	
- On-site septic systems and reserve areas.	<input type="checkbox"/>	<input type="checkbox"/>	
- Permanent features which will have an impact upon the BLA such as all existing or unopened platted streets, utility rights-of-way, etc.	<input type="checkbox"/>	<input type="checkbox"/>	
- Wetlands with associated buffers.	<input type="checkbox"/>	<input type="checkbox"/>	
- Riparian areas with associated buffers.	<input type="checkbox"/>	<input type="checkbox"/>	
- Identified geological hazardous areas.	<input type="checkbox"/>	<input type="checkbox"/>	
- Designated flood hazard areas with reference to the FIRM map and panel number.	<input type="checkbox"/>	<input type="checkbox"/>	
o. Statements (and required language as per Code) of the following shall be included on the BLA map:			
- Land Surveyor's Certificate.		<input type="checkbox"/>	
- Maintenance of Private Road(s), only if the BLA contains a private Road.	<input type="checkbox"/>	<input type="checkbox"/>	
- Community Tract(s), only if the BLA contains a commonly owned Tract.	<input type="checkbox"/>	<input type="checkbox"/>	
- Easement provisions.	<input type="checkbox"/>	<input type="checkbox"/>	
- Restrictions, if any.	<input type="checkbox"/>	<input type="checkbox"/>	
- Covenants, if any.	<input type="checkbox"/>	<input type="checkbox"/>	
- Wetlands with associated buffers.	<input type="checkbox"/>	<input type="checkbox"/>	
p. Signature blocks (and required language as per Code) of the following shall be included on the BLA map:			
- City of Tumwater Community Development Director.		<input type="checkbox"/>	
- Thurston County Auditor.		<input type="checkbox"/>	
- All property owners of record, including mortgage or deed holders, having an interest in and agreeing to the BLA of the property, as well as all owners of property over which access or utility easements pass unless such easements are already recorded by separate instruments with the County Auditor's Office.		<input type="checkbox"/>	

**Boundary Line Adjustment Submittal Checklist**

<b>B. BOUNDARY LINE ADJUSTMENT MAPS (CONTINUED)</b>	N/A	Provided	<b>Staff</b>
- Notary for each owner.		<input type="checkbox"/>	
q. Other blocks (and required language as per Code) of the following shall be included on the BLA map:			
- Surveyor's Stamp.		<input type="checkbox"/>	
- Case Number.		<input type="checkbox"/>	
<b>C. ELECTRONIC SUBMITTAL</b>	N/A	Provided	<b>Staff</b>
1. Compact disc (CD) or USB drive containing all of the plans, reports, etc. as outlined under A and B above, in PDF-file format. Maximum format shall be 300 dpi. Note: Please do not include the application or submittal checklist in electronic format.		<input type="checkbox"/>	<input type="checkbox"/>

I verify that all required documents associated with this application have been submitted.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date