



www.redmond.gov/LandUseForms

Application Requirements for Boundary Line Adjustment (BLA)



Part 1: Application Instructions

INSTRUCTIONS

An appointment must be scheduled to submit your application to the Development Services Center. Please call 425.556.2494 to schedule your appointment. Please see the linked **E-Track Portal webpage** (www.redmond.gov/e-track) for more information about user registration and electronic submittal.

APPLICABILITY

An application for a Boundary Line Adjustment (BLA) is required for the removal of lot line(s) or

for any lot line modifications that do not result in additional building lots. Modifications to a recorded final plat may require a plat alternation. Please consult with the Planning Department.

SPECIAL NOTES

The submittal requirements below may change periodically. These submittal requirements are dated **December 2017**.

I. ELECTRONIC PLAN REVIEW SUBMITTAL STANDARDS

Electronic plans that do not meet the requirements below will fail and will result in the application being deemed incomplete and will not be reviewed until complete.

A. File Naming Standards:

Bolded items noted in Section III, IV, and associated Cover Sheets indicate the naming convention in which the particular submittal must be named. For example, the General Application (Section III) must be named **General Application** and Preliminary Site Plan (Cover Sheet A) must be named **Preliminary Site Plan**.

B. Plan Sheet Standards:

All plans must be drawn to scale, as specifically identified in the checklist, and each sheet shall state the scale.

C. Acceptable File Types

All application materials shall be submitted in an electronic form (i.e. Flash Drive or CD). If submitting a CD, the CD should be permanently marked with the Project Name and submission date.

Plans: Plans must be submitted in a PDF format.

Documents: Calculations, reports and other supporting documents (non-drawing files) must be uploaded as a PDF.

D. Plan Orientation: All plans must be uploaded in "Landscape" format in the horizontal position.

II. PROFESSIONAL

All components of the application shall be prepared by the appropriate professional(s) licensed in the State of Washington. A license stamp or registration number, whichever is

applicable, as well as the signature, shall be provided on the face of the application materials.

III. GENERAL

The applicant shall check each of the following items below to confirm that they are included in the application submittal package:

- A. Completed **General Application Form** and **Project Contact Form**.
- B. Application Fees
- C. **CC&Rs** with draft copies of covenants, conditions, and restrictions, or any other restrictions that may apply and private easements where applicable if not expressly created within CC&R's:
 - 1. Utility easements/maintenance
 - 2. Common access
 - 3. Joint parking
 - 4. Provisions for maintaining:
 - a) common areas/open space
 - b) landscaping
 - c) drainage facilities
 - d) driveways/roadways
- D. **Computation Sheet** submitted for precision and areas of all streets, lots, tracts, and the binding site plan boundary. Include a summation sheet for areas. The total area of streets, lots and tracts must equal boundary.
- E. **Buried Utility Plan** must be provided.
- F. **Reason for Request Letter** from applicant or his/her representative explaining the reason for requesting the proposed boundary line adjustment.
- G. **Title Report** or **Plat Certificate** providing the full title report that is dated within 90 days of the submittal date for all parcels involved.

IV. FORMAT

For multi-sheet applications, the engineering site plan, architectural site plan and landscape plan shall all use the same base maps unless prior arrangements have been made. Additionally, a sheet index must be provided on the face of all plan sets.

- A. Provide plans labeled "**Preliminary Site Plan**" (which includes all information on Cover Sheet A, attached).

Part 2: Cover Sheet A (Plan Requirements)

INSTRUCTIONS

All plans must be submitted in a **searchable PDF format (non-scanned)**. The plans shall be drawn to an **engineering scale of 1" = 20' or larger** are required.

All components of the application shall be prepared by the appropriate professional(s) licensed in the State of Washington. A license stamp or registration number, whichever is applicable, as well as the signature, shall be provided on the face of application materials.

Please check each item below and write the applicable page # to confirm the item is included on the site plan.

For the subject property and surrounding properties within fifty (50) feet of the subject property unless otherwise noted, including adjacent rights-of-way, the following information shall be shown. These items shall be prepared by a registered Civil engineer in accordance with **City of Redmond Design Standards**, using 1990 City of Redmond datum for vertical and horizontal control.

PRELIMINARY SITE PLAN

SECTION COMPLETE?

GENERAL INFORMATION

- a. A title block across top of sheet with the following items in the order listed:
 1. Name of the BLA (usually the property owner's last name)
 2. Provision for the City's file number
 3. Section ____, Township ____, Range ____
 4. Tax lot number(s)
 5. "City of Redmond, King County, Washington"
 6. Scale with bar graph.
- b. Notation of north point with:
 1. North arrow
 2. Basis of bearings
- c. Indication of perimeter boundary, lot and right-of-way lines with a notation of bearings (or azimuth from the north), distances, and curve data. The curve data must include:
 1. Radius, central angle, arc length, and tangents
 2. Radial bearings for all:
 - i. points of compound curves
 - ii. reverse curves
 - iii. beginning and/or ending of all non-tangent curves
- d. Define the purpose and delineate all:
 1. Existing and proposed easements to be granted to the City of Redmond for public use.
 2. Existing and/or proposed areas and facilities for the common use of residents or property owner.
- e. Location of all monuments, both found and set.
- f. Legal description of the subject property prior to the lot line adjustment and after the lot line(s) have been adjusted.
- g. Description of easement provisions. Existing easements needed to be vacated must be noted.

- h. Location of existing structures, including distance to property lines.
- i. Location, boundaries, and approximate size of any water courses and/or area subject to inundation of stormwater overflows and marshes.
- j. If the project is located within a floodplain, you provide the Base Flood Elevation.
- k. Certification of the land surveyor that the platting regulations have been complied with, that a proper survey was made, that the monuments have been set, and that lot and block corners have been correctly staked, together with the provisions for his/her signature and seal.