

BOUNDARY LINE ADJUSTMENT (BLA) CHECKLIST

Planning and Land Use

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The Boundary Line Adjustment (BLA) application process is used to verify compliance with Edgewood Municipal Code [\(EMC\) Chapter 16.02](#).

- Boundary Line Adjustment (BLA) applications must include a completed [Land Division Application](#).

Upload PDF copies of the drawings, reports, and documents to the City’s Permit Portal. If submitting at City Hall, make an appointment with Front Counter staff, and provide all supporting documents in PDF format on a USB Drive.

Each Boundary Line Adjustment application packet shall include the following items as separate pages. Each document shall be named consistent with the checklist below. All documents submitted under this section shall contain the name of the BLA and the name and address of the applicant. If an item is not provided, the applicant shall specify the reason for omission at the end of this document. Failure to follow these guidelines will result in an incomplete application.

	City Verified
1 Survey Drawing (see Drawing Preparation below)	<input type="checkbox"/>
2 Legal Descriptions	<input type="checkbox"/>
3 Lot Closure Report	<input type="checkbox"/>
4 Lot Calculations (Lot Size, Lot Coverage, Impervious Surfaces, Hard Surfaces)	<input type="checkbox"/>
4 Title Report (< 30 days old)	<input type="checkbox"/>
5 Documentation of all Easements	<input type="checkbox"/>
6 Sewage Disposal Approval (TPCHD or Sewer As-built)	<input type="checkbox"/>
7 Other drawings or documents as required for specific projects to fully demonstrate the scope of work and how it complies with EMC	<input type="checkbox"/>

Document Components

- 1. Survey Drawing-** A signed and notarized drawing prepared by a professional land surveyor. See drawing preparation instructions below.
- 2. Legal Descriptions-** A geographic description of existing and proposed lots, including information about locations and boundaries of lots and any easements.
- 3. Lot Closure Report-** A report generated in CAD that contains geometric information about the proposed lots and proves that they form closed shapes.
- 4. Lot Calculations-** Calculations showing existing and proposed lot size, lot coverage (roof area), impervious surfaces, and hard surfaces.
- 5. Title report-** A document containing information about the ownership and title of the properties, as well as tax information, sometimes also called a subdivision guarantee. Can be obtained from a title company.
- 6. Documentation of all Easements-** Recorded easement information may be included in the title report as hyperlinks to Pierce County records. If it is not, please provide separate document(s) detailing all easements that exist on the properties.
- 7. Sewage Disposal Approval-** Septic approval from Tacoma-Pierce County Health Department or letter of sewer availability from the appropriate service provider.
- 8. Response to BLA Approval Criteria- Applicant response to the approval criteria set forth in Edgewood Municipal Code (EMC) 16.02.030. See approval criteria below.**

Drawing Preparation per EMC 16.02.050

The drawing shall be attached to, or have included on its face, a formal legal declaration of boundary line adjustment, signed and notarized by all legal owners of the subject properties. The drawing shall be prepared by a professional land surveyor as described below.

1. Drawn to scale with accurate dimensions at no less than one inch equals 100 feet and the scale shall be shown on the drawing;
2. The proposed lines for all affected lots, indicated by heavy solid lines;
3. The existing boundary lines proposed to be changed, indicated by heavy broken lines;
4. The location and dimensions of all structures/improvements existing upon the affected lots and the distance between structures/improvements and the proposed boundary lines;
5. The original legal description of the property together with new, separate legal descriptions for each parcel;
6. The position of rebar and caps set at each new property corner;
7. All parcel numbers of affected lots;
8. The location of the property to quarter/quarter section;
9. The location and dimensions of any drain field, easement, or right-of-way existing within or adjacent to any affected lots;
10. The area and dimensions of each lot following the proposed adjustment;
11. The net buildable area for each lot in light dashed lines.

BLA Approval Criteria per EMC 16.02.030

To receive approval, a boundary line adjustment shall not:

- A. Create any additional lot, tract, parcel, or division of land;
- B. Create a lot, tract, parcel, site, or division of land, which contains insufficient area or dimension to meet the minimum requirements for area and dimensions as set forth in the land use and health codes;
- C. Create building sites from tracts such as vacated rights-of-way or utility easements;
- D. Diminish or impair drainage, water supply, existing sanitary sewage disposal, and access or easement for vehicles, utilities, and fire protection for any lot, tract, parcel, site, or division;
- E. Create or diminish any easement or deprive any parcel of access or utilities;
- F. Create or increase a nonconformity of structures, lots, or other factors with respect to development standards;
- G. Alter a full subdivision or short subdivision in such a manner as to require approval of an alteration as prescribed in Chapters 16.03 and 16.04 EMC;
- H. Alter the conditions of approval of any permit including, but not limited to, building permits, short subdivisions, full subdivisions and binding site plans; and
- I. Alter or modify comprehensive plan land use designations or applicable zoning district boundaries.

Final Approval Requirements per EMC 16.02.060

- A. After approval has been granted, the applicant shall have prepared and shall submit a clean, final drawing to the City containing the information prescribed in EMC [16.02.050](#) and any information required in the conditions of approval.
- B. The clean, final drawing shall include the following information:
 1. A statement that the boundary line adjustment does not constitute a conveyance of real property.
 2. The clean, final drawing shall contain all survey information required for a record of survey under the Survey Recording Act, Chapter [58.09](#) RCW and Chapter [332-130](#) WAC, together with the signature blocks required in [EMC 16.01.160](#), and the surveyor's certificate, which shall be fully executed before approval.
 3. The clean, final drawing submitted for recording shall also be submitted in an electronic format approved by the city engineer.
 4. A free consent statement, certifying that the individual(s) signed as a free and voluntary act and deed for the uses and purposes herein mentioned, shall be inked on the clean, final drawing. This shall be dated, signed and notarized (paper press seals will not be accepted) by a notary public in and for the state of Washington, with "notary's residing at" included in notary's certification, prior to submittal, in permanent black ink, by all parties having interest in the property. Owners' names shall also be lettered below the signatures.

Applicant shall provide a written description for the reason any item is not provided.

Item	Reason for Omission
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