



CITY OF MOUNTLAKE TERRACE

BOUNDARY LINE ADJUSTMENT APPLICATION PROCESS

Filing Requirements

I. Format

- a. Either on an 8-1/2" x 11" or 18" x 24" (17" x 22") sheet size (paper).
- b. 1 inch margins on all sides (no exceptions).
- c. Scale (i.e., 1" = 30'), bar scale, a north arrow, all distances and basis of bearings.

II. Any or all of the following filing requirements may apply to a Lot Line Adjustment, Lot Consolidation or Boundary Line Adjustment application.

- a. Location by Section, Township, Range and/or by other legal description. Give tax account number and street address.
- b. A boundary survey, prepared by a registered land surveyor licensed in the State of Washington, shall be shown on the drawing and shall reference the site to either the Washington State Coordinate System, North Zone or the Geodetic Survey Datum (see MLT Engineering Stds. Manual for closest reference points and datum's).
- c. The name and seal of the registered land surveyor responsible for preparation of the plat, and a certification on the drawing by said surveyor to the effect that it is a true and correct representation of the land actually surveyed by him or her.
- d. Exact location, width, number or name of all rights-of-way and easements within and adjoining the property and a clear statement as to whether each is to be dedicated or held in private ownership;
- e. True courses and distances to the nearest established right-of-way lines or official monuments which will accurately locate the subject parcels/lots;
- f. Radii, internal angles, points of curvature, tangent bearings and lengths of all arcs if applicable;

Process for Lot Line Adjustment
Part 2 – Filing Requirements

- g. Mathematical lot closures shall be submitted (COGO) showing error of closures not to exceed $0.005/n$ where n = number of sides and/or curves of a lot;
- h. All lot and block numbers and lines, with accurate dimensions in feet and hundredths of feet. Blocks in numbered additions to subdivisions bearing the same name must be numbered or lettered consecutively through the several additions;
- i. A full and correct legal description of each parcel within the subject property as it:
 - (i) exists *prior to* a lot line action; and
 - (ii) will exist *after* the lot line action;
- j. A certification stating that the lot line action has been made with the free consent, and in accordance with the desires of, the owner or owners.
- k. The signatures on the final document of all persons having an ownership interest in the property which shall be in reproducible **black** ink;
- l. Appropriate signature blocks for the officials whose signatures are required for approval or acceptance of the plat, including any dedications;
- m. Any additional pertinent information required at the discretion of the Engineering or Planning Directors.
- n. A Statutory Warranty Deed may be required for lot conveyance.