



## **BOUNDARY LINE ADJUSTMENT COMMUNITY DEVELOPMENT**

806 WEST MAIN STREET • MONROE, WA 98272  
City Hall 360.794.7400 • Fax 360.794.4007

### **INSTRUCTIONS:**

Below is a checklist of items that must be submitted as part of your application for a boundary line adjustment. The below outlines the minimum information that must be provided on your plan sheets. Numbers in parenthesis equal the number of copies required. Please use only paper clips and/or binder clips when assembling documents.

All boundary and topographic surveys must be prepared by, or under the supervision of, a professional land surveyor registered in the State of Washington.

If you have any questions about what is required, or if you would like to schedule a pre-application meeting, please call the Community Development Department at 360.863.4532.

### **SUBMITTAL CHECKLIST**

- ◇ (1) CD with individual pdf's of each item listed below ↓
- ◇ (1) Original plus (4) copies of the Combined Permit Application Form
- ◇ (1) Vicinity map (on 8½" X 11")
- ◇ (1) Written narrative (description of proposal)

### **SITE PLANS**

- ◇ (1) Original (wet-stamped) plus (5) full size copies
- ◇ (2) 11" X 17"
- ◇ (2) 8½" X 11"

### **REPORTS**

- ◇ (2) Lot closures
- ◇ (2) Title report – 30 days to current at time of submittal



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## SITE PLAN REQUIREMENTS

### **Cover Sheet**

- ◇ Title block (centered at top of sheet) that includes the following:
  - ◆ City of Monroe
  - ◆ Name of proposed boundary line adjustment
  - ◆ File No. (call 360.863.4532 for correct number)
  - ◆ Section, township, & range
  - ◆ Site street address (use block # if no bldg. #)
  
- ◇ Title bar (locate at bottom or along right edge of sheet) that includes the following:
  - ◆ County auditor's certificate block
  - ◆ Land surveyor's certificate block
  - ◆ Include statement that map is true and correct representation of lands surveyed in accordance with city and state law
  - ◆ Include statement that all lot corners have been bound and staked
  - ◆ Include name, address, phone number, & signature of registered surveyor
  - ◆ Name and address of applicant
  - ◆ Date map was prepared and/or revised
  
- ◇ Site Information
  - ◆ Declaration block with lines for each owner's signature
  - ◆ Acknowledgement block for certified notary block for each owner's signature
  - ◆ Recording block(s) for county approvals
  - ◆ Approval block for city
  - ◆ Existing legal descriptions for each lot
  - ◆ New legal descriptions for each lot
  - ◆ Legal description for area of conveyance
  - ◆ Legal description of all easements, driveways, tracts, dedications, and rights-of-ways with purpose
  - ◆ Surveyor notes (if applicable)



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- ◆ Scaled vicinity map (include north arrow, scale, pinpoint site location, & label all roads w/in ½ mile of site)

### **Site Plan Sheet** (use scale of 1" to 50' or larger)

- ◇ Title bar (locate at bottom or along right edge of sheet) that includes the following:
  - ◆ Include registered surveyor seal
  - ◆ Include name, address, and phone number of registered surveyor
  - ◆ Include name, address, and phone number of the applicant
- ◇ Existing lot lines including lot line dimensions in feet and hundredths for total area being adjusted
- ◇ Perimeter of area of conveyance in feet and hundredths and total square footage of area to be conveyed
- ◇ Existing & proposed lot acreage and square footage for each lot
- ◇ Lot number/letter and tax ID number for each lot
- ◇ Location and dimensions in feet and hundredths of all existing and proposed easements, driveways, tracts, dedications, and right-of-ways with purpose
- ◇ Location of existing and proposed utility lines, sewer lines, and water mains (below & above ground)
- ◇ Location of existing and/or proposed ingress/egress to each lot from a public right-of-way
- ◇ Delineation of existing environmental critical areas (if applicable)



# COMMUNITY DEVELOPMENT

806 West Main Street, Monroe, WA 98272  
 Phone (360) 794-7400 Fax (360) 794-4007  
[www.monroewa.gov](http://www.monroewa.gov)

FOR OFFICE USE ONLY
PERMIT #(s) _____
_____
_____

## COMBINED PERMIT APPLICATION

### PERMIT SUBMITTAL HOURS

**MONDAY – FRIDAY 8:00 – 12:00 / 1:00 – 5:00**

Building	Operations	Fire	Land Use
<input type="checkbox"/> Commercial T/I	<input type="checkbox"/> Engineering Review	<input type="checkbox"/> Fire Alarm	<input type="checkbox"/> Accessory Dwelling Unit
<input type="checkbox"/> Demolition	<input type="checkbox"/> Fencing	<input type="checkbox"/> Fire Sprinkler	<input type="checkbox"/> Boundary Line Adjustment /Lot Consolidation
<input type="checkbox"/> Garage/Carport	<input type="checkbox"/> Grading	<input type="checkbox"/> High Piled Storage	<input type="checkbox"/> Conditional/Special Use
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Retaining wall	<input type="checkbox"/> Hood Suppression	<input type="checkbox"/> Land Clearing/Forest Practices
<input type="checkbox"/> New Construction (Commercial/Residential)	<input type="checkbox"/> Rockery	<input type="checkbox"/> Operational	<input type="checkbox"/> Planned Residential Development
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Right-of-Way Disturbance	<input type="checkbox"/> Spray Booth	<input type="checkbox"/> Shoreline Permit
<input type="checkbox"/> Racking	<input type="checkbox"/> Special Flood Hazard Area	<input type="checkbox"/> Tents & Canopies	<input type="checkbox"/> Short Plat
<input type="checkbox"/> Residential Remodel	<input type="checkbox"/> Utility Service	<input type="checkbox"/> Other _____	<input type="checkbox"/> Subdivision/Plat
<input type="checkbox"/> Sign	<input type="checkbox"/> Other _____		<input type="checkbox"/> Variance
<input type="checkbox"/> Other _____			<input type="checkbox"/> Other _____

**NOTE: All required Electrical Permits will be issued by the Dept. of Labor & Industries.**

**THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT COMPLETED SUBMITTAL REQUIREMENTS**

Site Address or Property Location: \_\_\_\_\_

Size of site (acre/square feet): \_\_\_\_\_

Assessor's Tax Parcel Number (14 digits): \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

\*Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

\*\*Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

**Attach a separate sheet for additional property owners/additional addresses**

**\*Applicant: By your signature above, you hereby certify that the information submitted is true and correct and that you are authorized by the property owner(s) to act on their behalf.**

**\*\*Property Owners: by your signature above, you hereby certify that you have authorized the above applicant to make application on your behalf for this application.**

