



PUBLIC WORKS DEPARTMENT

BOUNDARY LINE ADJUSTMENT REVIEW CHECKLIST

Project Name: _____

Date: _____

Project No.: _____

By: _____

Circled items need to be addressed. **Checked** items are complete.

1. _____ Same number of lots or less and conform to zoning standards. (WAC)
2. _____ City project number shown.
3. _____ S-T-R shown. (WAC)
4. _____ Tax lot numbers shown.
5. _____ Drawing scale shown. 1"=50' or larger.
6. _____ City standard B.L.A. title block used.
7. _____ Date of drawing shown.
8. _____ North arrow shown. (WAC)
9. _____ Existing lot lines shown as dashed lines.
10. _____ Existing lot areas shown.
11. _____ Proposed lot lines shown as solid lines.
12. _____ Proposed lot areas shown.
13. _____ Basis of bearing shown. (WAC)
14. _____ Vertical datum: NAVD 1988.
15. _____ Distances in feet and decimals of a foot. (WAC)
16. _____ Bearings, angles or azimuths in degrees, minutes and seconds. (WAC)
17. _____ Radius, delta and arc length shown for curves. (WAC)
18. _____ Minimum text size 0.08". (WAC)
19. _____ No adhesive material used. (WAC)
20. _____ Suitable for microfilming (uniform contrast). (WAC)

21. _____ Legal description of existing lots shown. (WAC)
22. _____ Legal description of proposed lots shown.
23. _____ Lot closure calculations of proposed lots.
24. _____ Location of all structures shown on lots with distances shown to existing and proposed lot lines if within 50'.
25. _____ Location of all existing locatable easements shown and recording number.
26. _____ Description and recording number noted of non-locatable easements.
27. _____ Existing ground contours shown at two-foot intervals for slopes < 20% and five-foot intervals for slopes 20% or greater. Contours shall extend one-hundred feet (100') beyond property lines or catch points; whichever is greater. This requirement shall not apply for "flat" sites with less than four feet (4') vertical relief. Indicate as N/A.
28. _____ Permanent survey control monuments shown as set. Lot corners: ½" reinforcing bar (rebar) with cap, ¾" galvanized iron pipe, or equal. Street monuments set after paving at road intersections, PC's, PT's or PI's.
29. _____ Location, width and names of existing abutting streets shown.
30. _____ Meander lines or reference lines along bodies of water shall be established above, but not farther than 20' from the high waterline of such water.
31. _____ Identification of all controlling corners used; (i.e. calculated, found, established, or reestablished. (WAC)
32. _____ Physical description and date visited of all monuments shown. (WAC)
33. _____ Equipment and procedures used statement shown. (WAC)
34. _____ Name, address and phone number of PLS shown. (WAC)
35. _____ PLS certification, signature, and seal shown. (WAC)
36. _____ Name of all vested owners provided.
37. _____ Title Report (TR) not more than one year old provided. TR date
38. _____ Permanent black ink on mylar or photo mylar with a fixed silver halide base. (WAC)
39. _____ Mylars signed by all vested owners and notarized.
40. _____ Health Department approval received for on-site systems.
41. _____ Check for Recording Fee included, made payable to "Skagit County Auditor". Recording fee for a one-page document is \$39.00. Each additional sheet is \$5.00. (SC)
42. _____ Field verify indicated lot corners are set.
43. _____ Scaled vicinity map with labeled streets and north arrow.
44. _____ Copy of this checklist, filled out.