



**Planning Department**  
Sedro-Woolley Municipal Building  
325 Metcalf Street  
Sedro-Woolley, WA 98284  
Phone (360) 855-0771  
Fax (360) 855-0733

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## REMOTE SUBMITTAL INSTRUCTIONS – BOUNDARY LINE ADJUSTMENT (BLA)

BLA applications may be submitted during the shutdown per the following instructions:

### **Prior to Submittal:**

Contact the Planning Department to discuss your intent to submit and receive any guidance that may be specific to your proposal. Do not submit an application without consulting the Planning Department first.

### **Submittal:**

Please email PDF versions of the following to Michelle Grace ([mgrace@ci.sedro-woolley.wa.us](mailto:mgrace@ci.sedro-woolley.wa.us)):

- Completed BLA Application form,
- Site plan showing the existing lot conditions and the proposed boundary line adjustment(s) pursuant to the “*Submittal Requirements for Boundary Line Adjustment Applications*” **OR** Deed including the required exhibits, and
- Current title report for affected parcels.

Once the Planning Department has received a digital copy of the materials, you will be emailed an invoice and instructed to drop the required paper format materials into a drop box located outside of city hall. **Do not put money, checks or anything that is not listed below in the drop box.**

Materials that must be submitted via the drop box include:

- Completed BLA Application form,
- 2 copies of the site plan showing the existing lot conditions and the proposed boundary line adjustment(s) pursuant to the “*Submittal Requirements for Boundary Line Adjustment Applications*”, and
- Current title report for affected parcels.

### **Payment of Invoice:**

#### **Payment by Phone:**

Please call the Finance Department at (360)855-1661. You may need to leave a voicemail. Please reference the permit number on the invoice. Someone will call you back to accept your payment.

#### **Payment by Mail:**

Please mail a copy of the invoice and a check payable to the City of Sedro-Woolley to:

City of Sedro-Woolley ATTN: Finance Department  
325 Metcalf Street  
Sedro-Woolley, WA 98284

**Payment in the Finance Department secure dropbox:**

You may submit a copy of the invoice and a check payable to the City of Sedro-Woolley into the metal payment box at City Hall by the Metcalf Street entrance.

Include a copy of the invoice with the payment. **Do not put money or checks in the Planning Department drop box.**

If you have any questions about the current procedure, do not hesitate to ask.