



CITY OF MONROE COMMUNITY DEVELOPMENT PERMIT DIVISION

806 WEST MAIN STREET | MONROE, WA 98272
City Hall 360.794.7400 | www.monroewa.gov

BOUNDARY LINE REVISION (SEPA EXEMPT)

MMC CHAPTER 22.68.060 / CHAPTER 22.84

The Boundary Line Revision process is a mechanism by which the city may approve the alteration of boundary lines between subdivided or unsubdivided lots or both, where such a revision does not create any additional lot, tract, parcel, site, or division nor create lots which are nonconforming or more nonconforming than exists.

This checklist is to determine completeness of a submittal.
It does not verify the accuracy of materials received.

PRE-APPLICATION MEETING:

The purpose of a pre-application meeting is to provide an opportunity for initial feedback on a proposed application. The pre-application meeting is used to discuss the proposal and associated permit requirements, including the review process and fees, proposed plans, and applicable policies and regulations. Please note that a pre-application meeting is **HIGHLY ENCOURAGED** for Type II permits (**BOUNDARY LINE REVISION**). Pre-application meetings are nonbinding, and shall not prevent the city from enforcing all applicable codes, ordinances, and regulations in effect at the time of application. 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 360-863-4501.

SUBMITTAL OPTIONS:

- **ELECTRONIC** Submittals can be made electronically by requesting a Sharefile link at landuse@monroewa.gov. Please see the General Guidelines (*attached*) for electronic submittals.
- **IN PERSON** If you prefer to submit hard copies in person at City Hall, please call the Permit Center @ 360-863-4501 for an intake appointment. If making application in person, please provide (1) original plus (1) copy of all checklist items in addition to a CD with individual PDFs of each of the required items.

SUBMITTAL CHECKLIST:

Below is a checklist of items that must be submitted as part of your **BOUNDARY LINE REVISION APPLICATION**. In addition to the items in the development design standards for the specific permit types, the following items are required in order for a complete application submittal. An applicant for a land use permit shall also demonstrate that the proposed development complies with any applicable regulations and decision criteria.

- APPLICATION FORM.** A completed and signed City of Monroe Combined Permit Application form by majority of those persons having an ownership interest of lots, tracts, parcels, or sites.
- TITLE REPORT.** 30 days to current at time of submittal



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- FEES.** Payment of all applicable fees, as established by the City's current fee schedule.
- VICINITY MAP.** A vicinity map on 8.5" X 11" paper showing the location of the project with respect to public streets and boundaries of adjacent properties.
- LOT CLOSURES.**
- WRITTEN PROJECT NARRATIVE.** A project narrative describing the proposal, which meets the following criteria:
 - a. The proposed revision shall meet the exemption requirements provided in RCW 58.17.040(6);
 - b. The boundary line revision shall not result in the creation of any additional tract, lot, parcel, site or division;
 - c. The property being transferred within the boundary line revision shall be combined with the benefiting parcel and shall not be a separate parcel, which could be mistaken as a separate and distinct, conveyable tract without proper research;
 - d. The lots, tracts, or parcels resulting after the boundary line revision shall meet all dimensional requirements specified for the applicable zone as outlined in this title;
 - e. All lots modified by the boundary line revision procedures shall have legal access meeting the standards of the City of Monroe;
 - f. The boundary line revision shall not violate an applicable requirement or condition of a previous land use action, subdivision, short subdivision or binding site plan;
 - g. All boundary line revisions shall be recorded surveys consistent with the requirements of Chapter 58.09 RCW and Chapter 332-130 WAC. All lot lines being adjusted shall be surveyed, and newly established lot corners shall be staked.

- DRAWINGS.** At a scale of not less than one inch for each fifty feet (1" = 50') which shall include or show:

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



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

Site Plan Sheet

- ◇ 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)
- **TOPOGRAPHIC MAP.** A topographic map that delineates contours, both existing and proposed, at intervals of two feet, and which locates existing lakes, streams, and forested areas.
- **SNOHOMISH HEALTH DISTRICT APPROVAL(s).** The written approval(s) of the Snohomish Health District, if required.

ANY OTHER ITEMS DEEMED NECESSARY BY THE ZONING ADMINISTRATOR.