

Boundary Line Revision Application and Submittal Checklist

Tax Parcel Number(s)	Permit Number (staff use only)
Site Address	Project Name (staff use only)
Property Owner Name	Applicant Name
Property Owner Mailing Address	Applicant Mailing Address
Property Owner Phone	Applicant Phone
Property Owner E-mail Address	Applicant E-mail Address

Zoning Designation <input type="checkbox"/> RES <input type="checkbox"/> COM <input type="checkbox"/> COM-P <input type="checkbox"/> MPD	I certify that I have read and examined this application and have completed it with information that I know to be true and correct. I also give permission for Town employees to enter the site to perform any necessary inspections. <div style="display: flex; justify-content: space-between;"> <div style="width: 60%; border-top: 1px solid black; text-align: center;">Property Owner Signature</div> <div style="width: 35%; border-top: 1px solid black; text-align: center;">Date</div> </div>
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Applicant Checklist - (Please see RMC 29.03.030)		Included?			
Yes	N/A	Description	Yes	Need	N/A
<input type="checkbox"/>		Current Title Report or Subdivision Guarantee RMC 29.03.030(a)(1)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>		Site Plan (Three copies of a plan, and one mylar measuring 18 inches by 24 inches. The plan shall be prepared by a licensed land surveyor on reproducible material. The plan shall be produced at a scale of not less than one inch equals 20 feet. The plan shall also include items A-G below, as required by RMC29.03.030(a)(2).	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>		Site Plan (A) Complete and accurate legal descriptions (including any recorded easements along with recording numbers) of the existing original parcel(s);	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>		Site Plan (B) An accurate, scaled drawing of the existing (original) parcels, depicting the location of all roads, easements, structures, drain fields, and dimensions, distances from all structures to property lines, and the use of any structures.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>		Site Plan (C) The formal declaration (including a future subdivision clause if combining any lots).	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>		Site Plan (D) Notarized acknowledgements and signatures of all property owners identified in the title report.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>		Site Plan (E) Complete and accurate legal descriptions (including any recorded easements along with recording numbers) of the revised parcel(s).	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>		Site Plan (F) An accurate, scaled drawing of the revised parcel(s), depicting the location of all roads, easements, structures, drain fields, and dimensions, distances from all structures to property lines, and the use of any structures.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>		Site Plan (G) Property corners of a suitable material shall be set at all new lot corners by a surveyor licensed in the State of Washington, in accordance with RCW 58.09.120.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Critical Areas Documentation , if applicable (wetlands, steep slopes, aquifer recharge, fish and wildlife), as required by RMC 25.01.070	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

staff use only