

BOUNDARY LINE ADJUSTMENT PERMIT CHECKLIST

This checklist applies to:

- Boundary Line Adjustment (+ Lot Consolidation)



These applications may be applied for under the LAND DIVISION Application Type in the Online Permitting Portal.

The materials listed below must be submitted at the time of your application. **ADDITIONAL MATERIALS MAY BE REQUIRED.** A pre-application meeting is encouraged prior to submitting an application.

Please ensure files are **saved as PDF** and conform to **City of Tukwila electronic submittal standards** prior to upload.

******ADDITIONAL PERMITS MAY BE REQUIRED******

ATTACHMENTS REQUIRED		ATTACHMENT FILE NAME
DOCUMENTS		
	1. Completed and notarized Affidavit of Ownership and Hold Harmless Permission to Enter Property	Affidavit
	2. Copy of existing and draft easements and encumbrances.	Easements
	3. Copy of existing and draft maintenance agreements.	Maintenance Agreement
	4. Geotechnical report (if applicable)	Geotech
	5. Critical area studies (if applicable)	Critical Areas
	6. Title Report	Title Report
PLANSETS		
	7. Recording document prepared by a licensed surveyor using the City of Tukwila Short Plat/BSIP template (meets King County Assessor's recording format requirements.)	BLA Plan
	8. Civil plans and analyses stamped signed and dated by a licensed professional engineer.	Civil Plans
	9. Tree removal and protection plan (if applicable)	Tree Plan

For **BLAs with vacant lots**, PROVIDE items 10 through 12.

	10. Provide King County Health Department approval if there are any septic systems on site.	Septic
	11. Sewer availability letter (if located outside of Tukwila sewer district)	Sewer Availability
	12. Water availability letter (if located outside of Tukwila sewer district)	Water Availability

BOUNDARY LINE ADJUSTMENT PROCESS

A Boundary Line Adjustment is the realignment of property lines between adjacent parcels. Additional legal lots may not be created. A Lot Consolidation is the elimination of property lines and the consolidation of two or more lots into fewer lots.

REQUIREMENTS: All amended lots must meet minimum lot sizes and otherwise satisfy the review criteria. The current standards apply even if the original lots did not conform to code requirements. No adjusted lots may create a nonconformity or increase the level of non-conformity with any current regulations.

PROCEDURE: The process for both a Boundary Line Adjustment and for a Lot Consolidation consists of three steps: preliminary approval, final approval and recording. Within 28 days of receiving your application, City staff will determine if it is complete based on the attached "Complete Application Checklist". If not, you will be receive notice outlining what additional information is needed. If you do not submit requested materials within 90 days from the City's request for additional information the City may cancel your application.

PRELIMINARY APPROVAL: Once the application is complete it will be reviewed by the Short Subdivision Committee, made up of representatives of the Fire, Public Works and Community Development Departments. The Committee will issue a decision to approve, modify or deny the application based on the review criteria in Chapter 17.08 of the Tukwila Municipal Code.

FINAL APPROVAL: After the preliminary approval conditions have been met, an application for final approval shall be submitted to DCD for final review. A complete final application shall consist of the documents required for recording including:

1. Final recording documents in a recordable format, including:
 - a. Before and after legal descriptions of the affected lots,
 - b. Affidavit of Ownership signed and notarized by all owners,
 - c. All easements and maintenance agreements,
2. Any required bonds or other financial guarantees,
3. Other documentation necessary to demonstrate the conditions of the approval have been met.

Upon receiving approval from the City, the applicant will be responsible for picking up the documents from DCD and recording them with King County Recorders Office. A copy of the recorded documents must be returned to DCD to finalize the approval process. The adjustment shall not be deemed final until the City receives these documents.

Information on King County Recorder's Office requirements may be found on their website:
<https://kingcounty.gov/depts/records-licensing.aspx>

LAND DIVISION-SHORT PLAT, BLA/LC, BSIP (Type 2 PERMIT)

