Boundary Line Adjustment (BLA) Submittal Requirements

P.O. Box 9, 230 Davidson Avenue
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The following checklist identifies information to be included with the application for Boundary Line Adjustment (BLA). ***All of the following information must be submitted and the application fees must be paid*** before the application is deemed complete. Please refer to the Woodland Municipal Code (WMC) 16.34 for more information.

Applicant	City Staff	
☐	☐	**Application Fees –** See the fee schedule. The check shall be made payable to "City of Woodland." Additional applicable fees will be charged if other applications are attached including Critical Area Permit, Variance, etc.
☐	☐	**Checklist of Submittal Requirements –** Complete this checklist and include it with your submittal.
☐	☐	**Land Use Application Form –** Shall be completed and the original signed by the applicant.
☐	☐	**Ownership Certification –** Ownership certificates from all property owners involved shall be submitted. *Note: Staff will check to ensure ownership is consistent with County Records. If there is a discrepancy, a recent Title Report, issued within the last 60 days, will be required.*
☐	☐	**Completed Critical Areas Checklist -** If critical areas are present on the site or within 200 feet, a Critical Area Report shall be submitted unless exempt pursuant to WMC 15.08. Submit with the applicable fee.
☐	☐	**Prior Recorded Surveys**

		Submit Four (4) Copies of a Map Prepared and Stamped by a Licensed Surveyor Showing, at a Minimum, the Following Information:
☐	☐	1. The applicant's and contact person's name, mailing address and phone number;
☐	☐	2. Names of all affected property owners, and addresses of affected parcels;
☐	☐	3. A north point, graphic scale and small vicinity map;
☐	☐	4. Old property lines and dimensions as dashed or broken lines, new property lines and dimensions as solid lines;
☐	☐	5. All property lines shall be fully dimensioned, with the area calculations for each lot noted on the face of the plat;
☐	☐	6. Correct street names and current zoning designation;
☐	☐	7. Building locations, building setbacks (distance from existing structures to nearest property lines), driveways, location of easements, utility connection points, septic tanks, septic drain fields, stormwater facilities, and wells;
☐	☐	8. Public and private roads and their dimensions and location;
☐	☐	9. Identification of all lots involved as Lot 1, Lot 2, etc.; and
☐	☐	10. Any previous short plat or boundary line adjustments shall be noted on the site plan.