



CITY OF POULSBO PLANNING DEPARTMENT
 200 NE Moe Street
 Poulsbo, WA 98370-7347
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www.cityofpoulsbo.com/planning

BOUNDARY LINE ADJUSTMENT APPLICATION

This supplemental application form must be accompanied by a completed Master Land Use Application form. For complete information on the boundary line adjustment (BLA) process, refer to Poulsbo Municipal Code (PMC), Section 17.22 (Boundary Line Adjustments). For a detailed description of the Type I (administrative) review process, refer to PMC [Chapter 19.01](#) (Project Permit Application Procedures). **Please contact the County Auditor at (360) 337-4935 for applicable fees, taxes and [specific document preparation requirements](#) to record the final BLA documents.**

The following requested items are based on information that was made available to City staff at the time of submittal. Additional or revised plans and other information may be required to complete the project review.

Required	Submitted	
<input type="checkbox"/>	<input type="checkbox"/>	Completed Master Land Use Application , with notarized signatures of <u>all</u> affected property owners.
<input type="checkbox"/>	<input type="checkbox"/>	Application fees and deposits per Resolution 2011-02 .
<input type="checkbox"/>	<input type="checkbox"/>	Separate legal descriptions for “before” and “after” configurations of all lots.
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Five complete sets of Boundary Line Adjustment drawings. Separate drawings must be prepared for “before” and “after” configurations of all lots.</u> Additional copies may be requested after determination that the application is technically complete.</p> <ul style="list-style-type: none"> • Plans must be drawn at an engineering scale that allows each plan to fit on 1 sheet. • Plans shall be folded upon submittal. • All information shall be legible. • Plans shall be prepared by a surveyor or engineer licensed in Washington. <p>The boundary line adjustment drawings shall show:</p> <ul style="list-style-type: none"> • Plan date, and/or revision date. • Name and phone number of preparer. • North arrow and bar scale. • Dimensions of the properties, and the location and dimensions of all buildings and other structures within them, including walls, fences and driveways. • External structures and driveways within 50 ft of the properties. • Critical areas and buffers as indicated in PMC 16.20.110, located on or within 75 ft of the properties. • Streets adjacent to, surrounding or intended to serve the properties. • All easements for utilities or access that serve one or more of the subject properties, or that extend or cross to serve adjacent properties. • All encroachments onto the properties, or from the subject properties onto adjacent properties.
<input type="checkbox"/>	<input type="checkbox"/>	Any other required information: _____ _____