

CITY OF ROY

Boundary Line Adjustment or Lot Combination *Application Checklist*

216 McNaught Street S. POB 700 ♦ Roy, WA 98580
Phone (253) 843-1113 ♦ FAX (253) 843-0279

The following materials must be submitted with your application. This checklist is provided to assist you in submitting a complete application. If you have any questions, please contact the City Clerk/Treasurer's office at (253) 843-1113.

RETURN THIS CHECKLIST WITH YOUR APPLICATION

GENERAL

- Application Form
- Notarized Affidavit of Ownership Signatures of **ALL** involved property owners
- Stamped copies of Lot Closure Report
- Verification of Pierce County Assessor review submittal (receipt)
- Vicinity Map identifying the subject property, including the nearest cross streets and a North arrow
- Title Report (**must be dated within 30 days of application**)
- Deeds, deeds of trust, or mortgage releases (if ownership is being transferred)

BOUNDARY LINE ADJUSTMENT/LOT COMBINATION DRAWINGS

Survey Map with original surveyor's signature and date. The map must be a scaled ink drawing, 18" x 24" and must include the following:

- Assessor's Parcel Number(s)

- Complete and accurate legal descriptions (including recorded easements with recording numbers) of the **EXISTING** (original) parcels.
- Complete and accurate legal descriptions (including recorded easements with recording numbers) of the **REVISED** (proposed) parcels.
- An accurate drawing of the **EXISTING** (original) parcels, depicting the locations of all roads, easements, structures, and other features. The drawing must clearly show property dimensions, distances from all structures to property lines, and the use of any structures.
- An accurate drawing of the **REVISED** (proposed) parcels, depicting the locations of all roads, easements, structures, and other features. The drawing must clearly show property dimensions, distances from all structures to property lines, and the use of any structures.
- Free Consent Statement(s)
- Signature Blocks
- Zoning Designation and/or Land Use Case File Number

SUBMITTAL STANDARDS

Fees must be paid at the time of submittal. The table below indicates the number of sets required at the time of submittal:

SUBMITTAL REQUIREMENTS		
NUMBER OF SETS SUBMITTED	NUMBER OF SETS REQUIRED	DESCRIPTION
	5	Boundary Line Adjustment/Lot Combination Application
	5	Vicinity Map (with North arrow)
	5	Plans
	2	Title Report
	1	Proof of submittal to Assessor Treasurer (receipt)
	1	Affidavit of Ownership
	2	Stamped copies of Lot Closure Report