

Land Use Cover Sheet

File Name:

File Number:

Instructions for Applicants

Please read and follow all instructions on your application carefully. If you have any questions about the process or your project, it is strongly recommended that you speak with staff prior to submitting your application to help ensure that processing can advance in a timely manner. Every application must include this cover sheet, the application/checklist and all required items, and a notarized affidavit of ownership (if applicable).

Specific Type of Land Use Application to be submitted (check all that apply):

- | | | |
|--|---|---|
| <input type="checkbox"/> Accessory Dwelling Unit | <input type="checkbox"/> Landscaping (not with PDR app) | <input type="checkbox"/> Wireless Communication Facility |
| <input type="checkbox"/> Appeal | <input type="checkbox"/> Project Design Review (PDR) | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Binding Site Plan | <input type="checkbox"/> Rezone/PUD | |
| <input type="checkbox"/> Boundary Line Adjustment/ Lot Comb. | <input type="checkbox"/> Short Subdivision (Short Plat) | <input type="checkbox"/> Comprehensive Plan Suggested Amendment |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Subdivision (Long Plat) | |
| <input type="checkbox"/> Environmental Review (SEPA) | <input type="checkbox"/> Variance | <input type="checkbox"/> Comprehensive Plan Amendment |

Please Print or Type Legibly

Applicant:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Contact Person, if different:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Property Owner(s), if different:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Site Address(es):			Zoning:
Assessor Parcel Number(s) – (APNs):			Comp. Plan Designation:
Description of Proposal:			
I/We certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my/our knowledge.			
Signature of Applicant/Agent: _____			Date: _____
Signature of Property Owner: _____			Date: _____

Boundary Line Adjustment

File Name:

File Number:

NOT AN INSTRUMENT TO CONVEY NOR OF CONVEYANCE

A Land Use Application for a Boundary Line Adjustment is deemed complete when it is accompanied by the required items identified below. Please be advised that additional information may be required. No application shall be considered complete if any of the required information is missing. Additional copies of certain items will be required later in the process.

REQUIRED ITEMS - ALL MATERIALS SHALL BE ELECTRONIC (PDF) UNLESS OTHERWISE NOTED

- ☐ 1. Land Use Application Cover Sheet.
- ☐ 2. Two (2) copies of a map prepared by a licensed surveyor registered in the state of Washington containing the following information (may be up to 18 inches by 24 inches):
 - A. The date, scale, and north arrow;
 - B. All existing and proposed boundary lines;
 - C. Legal descriptions of existing and proposed lots;
 - D. All existing structures;
 - E. All setbacks for existing structures;
 - F. Existing easements;
 - G. Survey calculations; and
 - H. Any other information as may be required by the Snohomish County auditor as a condition of recording.
- ☐ 3. A copy of all recorded documents pertaining to the subject property.
- ☐ 4. Two (2) sets of reduced copies (no larger than 11 by 17 inches) of all plans and oversized documents.
- ☐ 5. Two (2) typed sets of existing and proposed legal descriptions for the affected parcels.
- ☐ 6. A complete, notarized Affidavit of Ownership for all property owner(s) of each involved property.
- ☐ 7. Application fee(s).

[illegible]

PROPOSED CONVEYANCE

The undersigned apply for approval of the transfer of ownership of the following portion(s) of the above described property(ies) from the conveyor(s) to the receiver:

A portion of Parcel _____, constituting _____ acres or _____ square feet; and

A portion of Parcel _____, if applicable, constituting _____ acres or _____ square feet

For a total conveyance to Parcel constituting acres or square feet.

It is represented and understood by the undersigned that:

1. The proposed conveyance would not detrimentally affect access to the above parcels.
2. No new lot would be created by the proposed conveyance.
3. The conveyor's ownership after the proposed conveyance would not be reduced in size below the minimum square footage required by the applicable zone.

Please Print or Type Legibly			
Existing Parcel 1			APN:
Property Owner(s):			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Legal Description of Parcel 1 (check one): <input type="checkbox"/> Conveyor <input type="checkbox"/> Receiver			
Parcel 1 is constituted of approximately acres or square feet.			
Existing Parcel 2			APN:
Property Owner(s):			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Legal Description of Parcel 2 (check one): <input type="checkbox"/> Conveyor <input type="checkbox"/> Receiver			
Parcel 2 is constituted of approximately acres or square feet.			
Existing Parcel 3 (if applicable)			APN:
Property Owner(s):			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			

Legal Description of Parcel 3 (check one): ☐ Conveyor ☐ Receiver

Parcel 3 is constituted of approximately _____ acres or _____ square feet.

FEES See LMC 3.104 or contact our office for current fee information.

- NOTES**
1. The approval of a Boundary Line Adjustment Application does not in any way replace, modify or waive any requirement for the compliance of the proposal with other applicable codes, standards, or regulations including, but not necessarily limited to, those of the Building, Fire or Public Works Departments. You are advised to contact these departments concerning such requirements.
 2. *Optional consolidated review:* Per LMC 1.35.080, projects involving two or more land use applications filed at the same time may be "consolidated" upon written request by the applicant at the time of submittal. When applications are consolidated for review, the entire package will proceed using the process involving the highest decision-making authority. For example, for a project involving a Project Design Review application and a Rezone application, both applications would have a final decision issued by City Council. It is strongly recommended that you speak with a staff member about consolidated review so that you are informed of your options and how your applications would be affected.
☐ I/We hereby request consolidated review.
 3. It is the responsibility of the owners, applicants and agents to become aware of the requirements of Title 19-Subdivisions and Title 21-Zoning of the Lynnwood Municipal Code. It is strongly encouraged that a pre-application conference with the City staff be scheduled prior to submittal of an application.
 4. An application may be amended only in writing.
 5. Submittal of this application grants the appropriate city officials the right of entry to the project site during a reasonable hour and, upon proper identification, to the building, structure and/or premise, which is directly related to this application.
 6. In each application the burden of proof rests with the applicant, petitioner or proponent.
 7. Items with any typewritten information must be 10-point font or larger to ensure legibility of scanned documents.

The undersigned do hereby apply for permission to complete a Boundary Line Adjustment and certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of their knowledge.

Parcel 1

Signature of Property Owner: _____ Date: _____

Print Name: _____

Signature of Property Owner: _____ Date: _____

Print Name: _____

Parcel 2

Signature of Property Owner: _____ Date: _____

Print Name: _____

Signature of Property Owner: _____ Date: _____

Print Name::

Parcel 3

Signature of Property Owner:

Date:

Print Name:

Signature of Property Owner:

Date:

Print Name:

FOR CITY USE ONLY

On the basis of the representations hereby submitted, I conclude that the proposed boundary line adjustment is (check one): ☐ **granted** ☐ **denied** under the provisions of Title 19 of the LMC.

Community Development Director:

Date:

NOTE: The signature of the Community Development Director approving this proposed Boundary Line Adjustment indicates only that the City of Lynnwood approves the adjustment. This approval is not an instrument to convey nor of conveyance. The owners of the parcels affected by this adjustment must complete and record a deed with the Snohomish County Auditor for this adjustment to become effective.

Land Use Series Affidavit of Ownership

File Name: _____

File Number: _____

Property Owner: _____

Contact Address: _____

Phone: _____

Any person with a verifiable interest in the subject property must complete this form. If the above property owner has an express interest in additional parcels involved in the listed project than there is space provided for below, those parcel numbers and associated legal descriptions must be provided on further copies of this form.

Site Address: _____

APN: _____

Legal Description: _____

Site Address: _____

APN: _____

Legal Description: _____

AFFIDAVIT OF OWNERSHIP – To Be Completed in the Presence of a Notary Public

I, _____, being duly sworn, depose and say that I am the owner of record of that certain real property identified as Snohomish County Parcel Number(s) _____, and that the information provided in this application, including all submittals and attachments, is true and correct to the best of my knowledge.

Signature of Owner: _____

Date: _____

Please print name: _____

STATE OF _____)
COUNTY OF _____) ss.

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he signed this instrument and acknowledged it to be his free and voluntary act for the uses and purposes mentioned in the instrument.

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20____.

NAME (print): _____

NAME (sign): _____

Notary Public in and for the State of _____

Commission Expires: _____