



PUBLIC WORKS DEPARTMENT
33325 8th Avenue South
Federal Way, WA 98003-6325
253-835-2700; Fax 253-835-2709
www.cityoffederalway.com

BOUNDARY LINE ADJUSTMENT
REVIEW CHECKLIST

Project Name: _____ Date: _____

File No: _____ Public Works Engineer: _____

Applicant: _____ Phone: _____

Circled items need to be addressed.

Checked items are complete.

Abbreviations are as follows:

WAC - Washington Administrative Code
PW - Public Works Department
FWRC - Federal Way Revised Code

KCHD - King County Health Department
KC - King County

- 1. ___ Same number of lots or less and conform to zoning standards (WAC).
2. ___ City file/project number shown (PW).
3. ___ S-T-R shown (WAC).
4. ___ Tax lot numbers shown (PW).
5. ___ Drawing scale shown (PW). One inch equals 50 feet (1" = 50') or larger.
6. ___ City standard BLA title block used (PW).
7. ___ Date of drawing shown (PW).
8. ___ Existing lot lines shown as dashed lines (FWRC).
9. ___ Existing lot areas shown (FWRC).
10. ___ Proposed lot lines shown as solid lines (PW).
11. ___ Proposed lot areas shown (PW).
12. ___ North arrow shown (WAC).
13. ___ Basis of bearing shown (WAC).
14. ___ Vertical datum: KCAS or NGVD-29 (PW).
15. ___ Distances in feet and decimals of a foot (WAC).

STAFF USE ONLY

16. ___ Bearings, angles, or azimuths in degrees, minutes, and seconds (WAC).
17. ___ Radius, delta, and arc length shown for curves (FWRC & WAC).
18. ___ Minimum text size 0.10 inches, UPPERCASE (WAC).
19. ___ No adhesive material used (WAC).
20. ___ Suitable for microfilming (uniform contrast) (WAC).
21. ___ Legal description of existing lots shown (WAC).
22. ___ Legal description of proposed lots shown (PW).
23. ___ Location of all structures shown on lots with distances shown to existing and proposed lot lines if within 50 feet (FWRC).
24. ___ Location of all existing locatable easements shown and recording number (FWRC).
25. ___ Description and recording number noted of non-locatable easements (FWRC).
26. ___ Topography of the land indicated by five foot contours and 40 percent breakline delineated on BLA's (FWRC).
27. ___ Permanent survey control monuments shown as set. Lot corners: $\frac{3}{4}$ inch galvanized iron pipe or $\frac{1}{2}$ inch minimum rebar with cap. Street monuments set after paving at road intersections, PC's, PT's, or PI's per KCRS Drawing Number 28 (PW).
28. ___ Location, width, and names of existing abutting streets shown (PW).
29. ___ Meander lines or reference lines along bodies of water shall be established above, but not farther than 20 feet from the high waterline of such water (FWRC).
30. ___ Identification of all controlling corners used, i.e. calculated, found, established, or reestablished (WAC).
31. ___ Physical description and date visited of all monuments shown (WAC).
32. ___ Equipment and procedures used statement shown (WAC).
33. ___ Name, address, and phone number of PLS shown (WAC).
34. ___ PLS certification, signature, and seal shown (WAC).
35. ___ Name of all vested owners provided (PW).
36. ___ Title report provided, not more than one year old from date of submittal (PW).
37. ___ Lot closure calculations of proposed lots (PW).
38. ___ Permanent black ink on mylar or photo mylar with fixed silver halide base (WAC).
39. ___ Mylars signed by owners and notarized; two sets (PW).
40. ___ Health department approval received for on-site system (KCHD).
41. ___ Check for recording fee included, made payable to the City of Federal Way.
42. ___ Field verify indicated lot corners are set (PW).
43. ___ Vicinity map.