



Community Development Department Building – Planning – Code Enforcement

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Boundary Line Adjustment (BLA) checklist

The following checklist identifies information to be included with the application for a Boundary Line Adjustment (BLA). Please refer to the Woodland Municipal Code (WMC) Chapter 16.34.050 for more information. ***All of the following information must be submitted and the application fees must be paid before the application is deemed complete.***

NOTE: provide all documents in electronic format in addition to submitting paper copies.

- Land Use Application packet – complete and sign all forms as indicated:
 - Land Use Application form – applicant
 - Ownership Certification – owner(s)
 - Critical Areas Identification Checklist – applicant
 - Agreement to Reimburse – applicant
- Application Fees – See the fee schedule. Payment may be made online or by check payable to “City of Woodland.” Additional applicable fees will be charged if other applications are attached including SEPA Review, Critical Area Permit, etc.
- Critical Area Report – submit with the applicable fee if critical areas are present on the site or within 200 feet unless exempt pursuant to WMC 15.08
- Completed SEPA Checklist, if applicable – submit with the appropriate fee
- Prior recorded surveys
- Site plan – ***see Site Plan requirement checklist for basic requirements***
 - Four (4) full size copies (24” x 36”) drawn to scale
 - One (1) reduced copies (to scale)

NOTE: the following items are also required for a Boundary Line Adjustment

- Old property lines and dimensions shown as dashed or broken lines and new property lines and dimensions shown as solid lines
- All property lines fully dimensioned, with the area calculation for each lot noted on the face of the plat
- Proposed number assigned to each lot and block, with lots numbered consecutively in a block
 - Notations of any previous short plat or boundary line adjustments