



# CITY OF PUYALLUP

## Development Services Center

333 S Meridian, Puyallup, WA 98371

(253) 864-4165 Fax (253) 840-6678

## BOUNDARY LINE ADJUSTMENT (BLA) FINAL APPROVAL INSTRUCTIONS WORKSHEET

*Use this worksheet as a guide to complete the final BLA process*

PROJECT STATUS	<b>Final Development Review Team (DRT) letter – Boundary Line Adjustment application preliminarily approved*</b> . The latest revised copy of submitted materials has fulfilled the city's requirements related to the permit request, in accordance with the following conditions and notes.
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**\* Approval notes:** *This letter serves as a preliminary approval of the BLA only. Preliminary approval of a BLA by city departments shall be valid for **six (6) months from the date of this letter.***

**Within said six (6) month time frame, the applicant shall take the following steps to record the document and complete the final Boundary Line Adjustment process:**

- Complete all final corrections/conditions noted by city staff departments in the final DRT letter
- Submit for review with the Pierce County Assessor-Treasurer's office (2401 S. 35th St., Room 142, Tacoma, WA 98409). The County Assessor's office will return "Preliminary Review Process" notes to you, either requiring corrections or accepting your BLA drawing as is.
- The applicant shall make any required corrections noted by the Assessor's office and receive a final acceptance letter. This letter must be included with the request for final signatures as evidence this process has been completed.
- Submit a paper copy of the final corrected version of the BLA drawing, along with the final acceptance letter from the Assessor's office and final DRT condition letter, to the City of Puyallup Development Services Department (333 South Meridian, 2<sup>nd</sup> floor) for city signatures of the final paper document.
- When submitting for final signatures, please include a paper copy of the attached "Request for Final Signatures" work sheet and all required documents outlined therein with your copy of the final, corrected BLA drawing  

(Note: The signature process takes appx. one (1) business week (typically 4-5 days) to complete; the case planner who transmitted your final DRT conditions letter will remain your point of contact and will inform you when the signed copy of your BLA is ready to pick up in our will-call center (2<sup>nd</sup> floor, Development Services counter at Puyallup City Hall).
- After receiving your signed BLA back from the city, you will be recording the document with the Pierce County Auditor's office (2401 S. 35th St., Room 200, Tacoma, WA 98409). More information regarding the recording process and fees may be found here:  
<https://www.co.pierce.wa.us/359/Recording>
- Once your document is recorded with the Auditor, please send an electronic copy of the final official recorded document to the case planner for permanent record at the City of Puyallup.



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You will receive a separate instruction sheet with your returned BLA after city signatures outlining that process. Do not send a copy of the recorded plat watermarked as "unofficial"

### BOUNDARY LINE ADJUSTMENT (BLA)

#### REQUEST FOR FINAL SIGNATURES

*Use this sheet when submitting to the City of Puyallup for final signatures.*

PERMIT #: **P-** \_\_\_\_\_ CASE PLANNER: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_ PHONE #: \_\_\_\_\_

This completed checklist, and all noted materials below, must be included when submitting for final city signatures of the BLA document. City staff uses this checklist to ensure all required materials are provided at the time of requested signature to avoid duplication and reduce delay

Included?	Documents and responses required
	Final Development Review Team (DRT) letter for the project, as issued by the Case Planner. Letter dated:
	Final acceptance letter from Pierce County Assessor-Treasurer's office Letter dated:
	Please note below any required changes which were made, as required by the city's final DRT condition letter and/or Pierce County Assessor's review:

For Office Use Only	
Permit Tech: staff initials _____	Date _____
Case Planner: electronic copy returned? <input type="checkbox"/>	Date _____