



## INFORMATION TO: FIND PROPERTY LINE LOCATIONS

PLANNING & DEVELOPMENT  
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### PROPERTY LINE LOCATION INFORMATION

Construction work that requires a building permit must submit a "site plan" to the City for review. Site plans show the location and dimension of property lines and the distance from structures to the property lines.

Licensed surveys are not required unless specifically noted in the City handout, but are recommended by the City. NOTE: It is the applicant/owner's responsibility to submit a true and accurate site plan with any permit submittal.

**STEP ONE:** Check with the City Planning Division or Snohomish County. If your lot was created as part of a formal plat or subdivision these agencies will have a copy of the platted lot which can aid you in creating a site plan. You must have a copy of the legal description and the county tax account parcel number in order to locate the property. An address is not sufficient information.

**STEP TWO:** If it is determined that the lot is an individual parcel that is not part of a recorded plat or subdivision, then another source of information is the Atlas of Everett by the Kroll Map Company. This map is scaled 1"=200' and although it is not permissible to use this as an exact representation of the lot, it is a good starting point. Write down the dimensions of your lot as shown on the map and draw the lot on 8½" x 14" (maximum sheet size) at a scale of 1"=20'.

**STEP THREE:** Compare the legal description with the drawing you created. Note property line dimensions, easements or other restrictions. Is it the same or different? Make the necessary adjustments. This is the first draft of your site plan for your property.

**STEP FOUR:** Next verify the site plan. If the lot is located adjacent to a City street, contact the Engineering Division for a monument location map and the width of the street right-of-way (ROW). This map will be useful to determine the edge of the City ROW and the start of private property. Street monuments indicate the approximate middle of the street ROW. Note, the middle of the paved surface does not necessarily indicate the middle of the ROW.

*For example, if a street ROW is 60 feet in width, by locating two street monuments and stringing a line between them, it is possible to measure back 30 feet (one half of the 60 foot ROW width) to determine the approximate edge of the ROW. However, note that the only way to determine the exact location of the edge of the ROW and start of private property is to have it located by a surveyor.*

**STEP FIVE:** To complete the site plan, measure the dimensions of the property taken from the drawing you created and from the corner stakes you placed. You may discover existing corner markers such as short iron pipes, small plastic tags or brass disks. Another idea is to talk with your neighbors; perhaps their property has been surveyed. Remember that terrain changes over time. Monuments and property stakes are sometimes buried 1-2 feet to avoid being disturbed. One way to locate them is with a metal detector.

**REMINDER: Water meters, utility poles, fire hydrants and city storm drain lids are all good indicators of City ROW property--not private property.**