



## BOUNDARY ADJUSTMENT APPLICATION

The planning staff is available to discuss this application and answer questions. The Planning Administrator shall review the completed application and may approve or disapprove it.

*To expedite the review of your application, please be sure to address each of the following items.*

### SECTION I: PERSONAL AND PROPERTY RELATED DATA

**Owner:** \_\_\_\_\_

**Applicant (if different):** \_\_\_\_\_

**Phone:** ( ) \_\_\_\_\_ **e-mail:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**Parcel Number:** \_\_\_\_\_ **Section:** \_\_\_\_\_ **Township:** \_\_\_\_\_ **Range:** \_\_\_\_\_

**Total Acreage:** \_\_\_\_\_ **Proposed Lot Sizes** \_\_\_\_\_ **&** \_\_\_\_\_ **Zoning District:** \_\_\_\_\_

**Is property currently mortgaged? Y / N (if yes, Certificate of Acceptance of Mortgagee is required on survey)**

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I, the undersigned, understand that the items listed below are required for my application to be considered complete and for it to be scheduled on the agenda for the Planning and Zoning Commission public meeting.

• Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, the undersigned, am the owner of the referenced property and do hereby give my permission to \_\_\_\_\_ to be my agent and represent me in the matters of this application. I have read the attached information regarding the application and property and find it to be correct.

• Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Fees are non-refundable.*

**SECTION II: APPLICABILITY OF THE MINOR BOUNDARY ADJUSTMENT PROCESS**

The purpose of the Boundary Adjustment falls under which one of the following two categories

**Adjustment for encroachment, setback violation, and boundary dispute.** A minor boundary adjustment necessitated by encroachments, setback violations, bona fide boundary disputes, or similar circumstances.  
Comments: \_\_\_\_\_

**Adjustment to combine with an adjacent parcel.** The adjustment of the boundary of a parcel *not within a platted subdivision* for the purpose of combining portions thereof with an adjacent parcel.  
Comments: \_\_\_\_\_

**SECTION III:**

1. Latest recorded deed(s) to the property
2. Application Complete & signed by each owner. Including Designation of Agent Authorization if applicable
3. Narrative of the purpose of the land split
4. Unrecorded deeds with new legal descriptions for each parcel
5. Application fees paid in full in accordance with current fee schedule. This includes any applicable fees or pass-through fees for survey review.
6. Map is labeled "Boundary Adjustment" and contains the following required items:
  - Vicinity Map\_\_\_\_ Date of Survey \_\_\_\_ North Arrow \_\_\_\_\_
  - Map scale adequate to depict all adjusted lots (show Bar Scale)
  - Legend with a description for all line weights and symbols used
  - Pins/caps and found section corners depicted
  - All original property lines and adjusted property lines clearly labeled
  - Each parcel labeled with before and after boundary adjustment acreage shown
  - All bearings and distances for all property lines. Include Basis of Bearing and CP&F Reference
  - All known easements shown with their instrument numbers
  - All existing physical access points shown (check aerial photos)
  - Legal access points shown or possibility for future County Road access permits established
  - Property Descriptions – New legal descriptions for all adjusted property
  - Surveyor’s Certification - Signature block with statement
  - Planning & Zoning Administrator – Signature block with approval statement
  - Certificate of Survey Review – signature block with approval statement
  - Owner’s Certificate – Signature block with statement. **MUST BE NOTARIZED**
  - Recorder’s Certificate
  - Certificate of Acceptance of Mortgagee, if applicable

**SECTION III: STAFF SUMMARY ANALYSIS, REASONING, AND FACT FINDING:**

See file and Application Review Tracking Sheet

**SECTION IV: PLANNING ADMINISTRATOR/DESIGNEE REVIEW/ACTION**

Application is approved                       Application is disapproved

Planning Administrator/Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_