



Property Boundary Adjustment Application Requirements

REVIEW CRITERIA: This process constitutes an administrative waiver which may only be approved if all requirements of the Subdivision Code are met. Under no circumstances may an applicant request a waiver to any of the approval requirements. Changes may be made to platted lots without the necessity of replatting or vacation and platting only when the following conditions exist:

1. When an engineering error was made on the original plat; or,
2. When no addition is being created; and,
 - a. The proposed lotting pattern meets all requirements of this Code including adequate setbacks and area requirements for any existing development; and,
 - b. The proposal has been properly submitted to the Land Use Review Division and reviewed by all appropriate agencies, with no agency having objections to the adjustments; and,
 - c. Only two whole platted lots or a platted lot and a platted tract may be involved in a single action. Neither lot involved may have received a prior property boundary adjustment; or approval of issuance of building permit to previously platted lands; or a combination of lots for zoning purposes. Thus, the fifteen percent (15%) limitation below cannot be circumvented by submitting a series of requests. Actions requiring approval of both an issuance of building permit to previously platted lands and a property boundary adjustment are specifically prohibited. This limitation shall not strictly apply to lots located within an area of common or central ownership (townhouses, etc.). In areas where the adjustment is between a lot and a surrounding lot or platted tract, the surrounding lot may receive as many adjustments as are necessary so as to allow each contained lot to be adjusted one (1) time; and,
 - d. No more than fifteen percent (15%) of the area of any one (1) platted lot is involved in the adjustment. Basic lot configurations cannot be changed. Under these provisions, two (2) north-south lots cannot change to two (2) east-west lots with this procedure. This procedure allows one (1) side property line to be moved ten feet (10') or an area of eleven hundred (1,100) square feet to be affected on a typical residential (70' x 110') lot. It does not allow a lot to be totally shifted ten feet (10') in one (1) direction or another because such shift would involve a minimum of three (3) lots and will not be considered a boundary adjustment that can be administratively approved.

SUBMITTAL CHECKLIST: The following items will need to be included in submittal.

Applicant	Planner
<input type="checkbox"/> General Development Application Form	<input type="checkbox"/>
1 copy of a Project Statement identifying the following:	
<input type="checkbox"/> 1. A clear description of the proposed property boundary adjustment; and	<input type="checkbox"/>
<input type="checkbox"/> 2. A Justification based on the review criteria addressing why the proposed property boundary adjustment should be approved.	<input type="checkbox"/>
<input type="checkbox"/> 1 copy of a Certified Property Survey showing all "Plan Content Requirements" below	<input type="checkbox"/>
<input type="checkbox"/> Legal descriptions of both lots involved in the adjustment	<input type="checkbox"/>
<input type="checkbox"/> A Vicinity Map showing the parcel outlined with the adjacent streets within the neighborhood noted on a separate 8 1/2" x 11" page	<input type="checkbox"/>
<input type="checkbox"/> Authorization from <u>each owner</u> involved in the adjustment to submit the application and the Owner Authorization Page attached to this checklist	<input type="checkbox"/>
<input type="checkbox"/> All plans, documents, and reports uploaded to Dropbox folder (Planner to send folder invite link through email)	<input type="checkbox"/>

PLAN CONTENT REQUIREMENTS: The content of the site plan must include the following information.

<input type="checkbox"/> Indication of standardized scale, both fractional and bar (i.e. 1" = 20')	<input type="checkbox"/>
<input type="checkbox"/> Date of preparation, north arrow and Registered Land Surveyor Certification	<input type="checkbox"/>
<input type="checkbox"/> All existing boundaries for both lots shown as dashed lines	<input type="checkbox"/>
<input type="checkbox"/> All proposed boundaries for both lots shown as solid lines	<input type="checkbox"/>
<input type="checkbox"/> Property address, lot size and property dimensions of both lots	<input type="checkbox"/>

Owner of Lot 1:

Name of Subdivision, Filing and Lot No.:

OWNER/APPLICANT ACKNOWLEDGEMENT OF RESPONSIBILITIES:

The signature(s) hereby certify that the statements made by myself and constituting part of this application are true and correct. I (we) am (are) fully aware that any misrepresentation of any information on this application may be grounds for denial of this application. I agree that if this request is approved, it is issued on the representation made in this submittal, and any approval or subsequently issued building permit(s) or other type of permit(s) may be revoked without notice if there is a breach of representations or conditions of approval. The applicant/Owner by their signature understands and agrees that they are responsible for the completion of all required on-site and off-site improvements as shown and approved on the final plan (including landscaping, paving lighting, etc.) prior to receiving a Certificate of Occupancy.

Signature of Owner 1

Date

Signature of Applicant

Date

Owner of Lot 2:

Name of Subdivision, Filing and Lot No.:

OWNER/APPLICANT ACKNOWLEDGEMENT OF RESPONSIBILITIES:

The signature(s) hereby certify that the statements made by myself and constituting part of this application are true and correct. I (we) am (are) fully aware that any misrepresentation of any information on this application may be grounds for denial of this application. I agree that if this request is approved, it is issued on the representation made in this submittal, and any approval or subsequently issued building permit(s) or other type of permit(s) may be revoked without notice if there is a breach of representations or conditions of approval. The applicant/Owner by their signature understands and agrees that they are responsible for the completion of all required on-site and off-site improvements as shown and approved on the final plan (including landscaping, paving lighting, etc.) prior to receiving a Certificate of Occupancy.

Signature of Owner 2

Date

Signature of Applicant

Date
