



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: _____ E-mail: _____

Phone: () _____ Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Location and Zoning District:

Property Address: _____

Parcel Numbers: _____

Section: _____ Township: _____ Range: _____ Total Acreage: _____

Zoning District: _____ Proposed Lot Sizes: Parcel one _____ Parcel two _____

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
Y/N ___ **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

Y/N ___ **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. Narrative of the purpose of the Boundary Adjustment
2. Latest recorded deed(s) to the property
3. Application fees paid in full in accordance with current fee schedule. This includes any applicable pass-through fees for an independent Survey review.
4. Two unrecorded deeds with new legal descriptions
3. Plat of Survey labeled “Boundary Adjustment”:
 - Drawn to scale
 - Legal description
 - Stamped and signed by a licensed land surveyor
 - Date of survey
 - Adequate access easements for each parcel
 - Each parcel labeled with acreage shown

SECTION III: STAFF SUMMARY ANALYSIS, REASONING AND FACT FINDING

SECTION IV: PLANNING ADMINISTRATOR/DESIGNEE REVIEW/ACTION

Application is approved Application is disapproved

Planning Administrator/Designee Signature: _____ Date: _____