

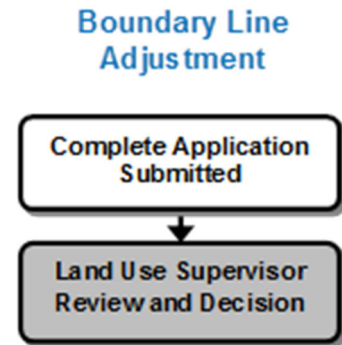
## 3.5 Checklist

### Boundary Line Adjustment

A boundary line adjustment provides for the alteration of existing property lines, where no additional lots and parcels are created. See Section 50-37.5 of the UDC for more information.

#### Your Application

- Submit your application materials by the Planning Commission application deadline.
  - Visit [www.duluthmn.gov/eplace](http://www.duluthmn.gov/eplace) to submit your application.
  - Click on “Apply” and search for your application type. (You will need to sign in to the system, or create a new account if you do not already have one.)
  - Follow the prompts to fill in information. Required information is indicated with an asterisk.
  - On the attachments page, upload the following:
    - Legal description in recordable form, printed clearly on an 8.5”x 11” sheet (consult a surveyor or attorney if needed), for both existing and proposed conditions
    - A vicinity map (8.5” x 11”) indicating the existing site and names of adjacent streets
    - A map of the proposed parcels after the adjustment
  - After your application is complete, click “Add to Cart” for the fee listed, and pay the fee. **Applications without a fee will not be reviewed or accepted.**



#### After Submitting Your Application

**1. Determination of Completeness.** If your application is missing any information, staff will contact you to ask for additional information.

**2. Staff Review.** Planning staff will evaluate your application. When considering a recommendation a boundary line adjustment, Planning Staff generally ensure that the resulting lots or parcels will meet zoning requirements and not create any nonconformities.

**3. Land Use Supervisor Decision.** The Land Use Supervisor will review the application and make a decision to adopt or deny the application.

#### **4. Recording (if approved).**

- Record the deeds reflecting this decision in the office of the county recorder within 180 days.** Submit a receipt or other documentation that it has been recorded to the City’s One Stop Shop.

After the deeds have been recorded, lots may be sold and building permits may be issued. Building permits cannot be issued until the City has received documentation of the recording.

*Note that other City codes may apply to your project. Please be aware of any applicable Building Code (Construction Services Division), Fire Code (Life Safety Division), and stormwater/engineering (Engineering Division) regulations. The zoning approval may be only the first step in a several step process.*

*If a **wetland delineation** is needed for the project to proceed, it must be reviewed and approved before any zoning application will be accepted. If a **wetland replacement plan** is required for a project to proceed, it must have been submitted and accepted as a complete application before the project zoning application will be accepted.*