

## 3.6 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 to the One Stop Shop, Room 100 City Hall. Your application must include the following:
  - Application Cover Sheet and Applicable Fee
  - 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

### Boundary Line Adjustment

Complete Application Submitted



Land Use Supervisor Review and Decision

#### 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.