



# BOUNDARY LINE ADJUSTMENT/ LOT CONSOLIDATION CHECKLIST

## BOUNDARY LINE ADJUSTMENT OR LOT CONSOLIDATION SUBMISSION REQUIREMENTS

You will need to gather the following information for all parcels involved:

Applicant Information-name and email

Site Information

Site addresses

Tax Parcel Numbers

Surveyor Contact Information

Sewage disposal information (sewer or septic) existing and proposed

Water Supply Information (Well or City system) existing and proposed

You will need to indicate if there are any of the following:

Environmentally Critical Areas on or within 300 feet of the site:

Stream, River or Creek, Lake or Ponds, Steep Slopes or Ravine or Wetland

Sizes of each existing lot and the size of each proposed lot

Width of any street frontage

Areas of contiguous ownership (other than parcels involved)

The following documents are required to be uploaded after the application has been submitted on the portal:

**ANY AND ALL SUBMITTAL DOCUMENTS MUST MEET THE PDF SUBMISSION REQUIREMENTS (SEE HANDOUT FOR MORE INFORMATION)**

1. Preliminary Record of Survey, signed and sealed by a Licensed Land Surveyor, of proposed boundary line adjustment showing old and new lot lines, lot dimensions, area in square feet of each proposed lot, existing structures to scale, existing and proposed easements, existing and proposed new legal descriptions, provisions for declaration of adjustment and signatures of any grantors and grantees.

In addition, the final boundary line adjustment Record of Survey shall include certification by the county treasurer that all taxes on the land have been fully paid and discharged.