

BOUNDARY LINE ADJUSTMENT POLICY

Boundary line adjustments may be approved by the Planning Board when an applicant proposes to transfer land to an adjoining property owner in such a way that no new lots are created. When such a boundary line adjustment is proposed, the Planning Board shall determine if the adjustment will adversely affect any property involved. If not, the Planning Board may waive the procedural requirements of major and minor subdivisions and allow the boundary line adjustment without further review.

Procedure:

1. Applicant submits four (4) applications for boundary line adjustment by submitting a sketch plat, as defined in the Village's subdivision regulations in Article II, Section 38-9, Minor Subdivisions or resubdivisions.
2. The applicant also submits a copy of the deed for each property involved in the boundary line adjustment, and if both landowners are not present at the meeting, a statement of authorization from the landowner or landowners who are absent.
3. The applicant submits an unexecuted copy of the deed that will carry out the proposed property transfer. This deed must indicate that the proposed property can not be conveyed separately from the tract to which it is added unless resubmitted as a subdivision for approval to the Village Planning Board. The applicant shall also submit an affidavit stating that the unexecuted deed is a true copy of the deed that will be recorded when the property is transferred.
4. The portion of the property to be transferred must be surveyed and that survey submitted to the Planning Board.
5. When these items have been submitted to the Planning Board, the Board shall review the materials and within 45 days either approve the boundary line adjustment or classify the application as a major or minor subdivision. The Planning Board may consult with the Village Attorney during this period, if necessary. No public hearing will be required.
6. If the boundary line adjustment is approved, the Planning Board shall issue the applicant with a boundary line acceptance form suitable to the County clerk to allow filing of the deed and map. A copy of the filed deed shall be submitted to the Planning Board.
7. The fee for the application and review of a Boundary Line Adjustment is \$50.

Next Planning Board meeting: _____

To be placed on meeting agenda, complete applications must be submitted to Planning board Secretary by: _____