



Town of Shelburne, Vermont

CHARTERED 1763

P.O. BOX 88 5420 SHELburnE ROAD SHELburnE, VT 05482
 www.shelburnevt.org 802-985-5118

BOUNDARY LINE ADJUSTMENT APPLICATION*

* Also available in alternate formats in accordance with the Americans With Disability Act.

PLEASE USE THIS FORM TO REQUEST BOUNDARY LINE CHANGE APPROVAL

A boundary line adjustment is a division or reconfiguration of land for the purpose of adjusting boundaries between adjacent lots or parcels where no new lot is created. A boundary line adjustment is a form of subdivision that is not required to Sketch Plan, Preliminary, and Final Plan review. However, Any further subdivision of a lot created by the approved Boundary Adjustment shall require subdivision approval in accordance with these Regulations.

Applications for boundary adjustments shall be approved as described in the Subdivision bylaws. Technical plans, drawings, property surveys, and the like submitted with the application shall be prepared by a licensed architect, engineer, or surveyor. A complete application shall include a written summary of the proposed project, the appropriate fee, names and addresses of adjacent property owners (if an adjoining property is owned as common land by an owners' association, the applicant shall provide the name and address of the president of the owners' association), three (3) copies of the proposed plan(s) and supporting written materials. Do not prepare and submit this application until you have submitted a GENERAL APPLICATION FORM and have received a GAF number.

APPLICANT INFO

APPLICANT(S)		PRIMARY CONSULTANT (If any)		
First Name (please print)		Name (please print)		
Last Name (please print)		Mailing address		
Signature	<input type="text"/>	City	State	Zip
GAF Number		Email		
Request		Phone		
First Name (please print)				
Last Name (please print)				
Signature	<input type="text"/>			

Provide or attach a Written Description of the Project:

FOR OFFICE USE ONLY

Form continues on reverse side...

Date received	by	Referral (s)	by
Fee received	by	Forms offered /146	by
Permit #	by	Hearing date	

BOUNDARY LINE ADJUSTMENT APPLICATION

PROJECT INFO

Does project propose Boundary Adjustment only?		Does application include names, address, and mailing envelopes for adjoining properties?	
Name of Plan preparer		Has applicant met w/ Reg'l Permit Specialist	
Date of Plan		Zoning District	

BASIC CRITERIA

Applications for boundary line adjustment must meet criteria contained in the Subdivision bylaw. The review process will tend to function more smoothly when you provide thorough responses to the following items.
Describe or summarize and attach any evidence indicating the proposed boundary adjustment shall not create any new lots.
Describe or summarize and attach any evidence indicating No existing lot shall be made non-conforming or more non-conforming.
Describe or summarize and attach any evidence indicating The total acreage being transferred as a result of the boundary adjustment does not exceed the minimum lot size in the zoning district in which the property is located, or no more than one acre if the property is located in a zoning district that has no minimum lot size.

BOUNDARY LINE ADJUSTMENT APPLICATION

NAMES AND ADDRESSES OF ADJOINING PROPERTY OWNERS

A list of list of current adjoining and cross-street property owners " must be submitted in conjunction with this application, along with a set of stamped and addressed envelopes including one for each adjoining and cross-street property.

Adjoiner 1

Name _____

Address _____

City _____

State _____ Zip _____

Adjoiner 5

Name _____

Address _____

City _____

State _____ Zip _____

Adjoiner 2

Name _____

Address _____

City _____

State _____ Zip _____

Adjoiner 6

Name _____

Address _____

City _____

State _____ Zip _____

Adjoiner 3

Name _____

Address _____

City _____

State _____ Zip _____

Adjoiner 7

Name _____

Address _____

City _____

State _____ Zip _____

Adjoiner 4

Name _____

Address _____

City _____

State _____ Zip _____

Adjoiner 8

Name _____

Address _____

City _____

State _____ Zip _____

Use additional copies of this form as required ...

Form continues ... 

BOUNDARY LINE ADJUSTMENT APPLICATION

BLA PLAT CHECKLIST AND PROCEDURE

A "Boundary Line Adjustment Plat" must be submitted in conjunction with this application. The features depicted on such Plat must include the following:

- Identifying title.
- The name, license number and seal of the registered land surveyor/ professional engineer who prepared the survey.
- Date, scale, north arrow, name of owners of record, name of applicant, identifying title and name of the town. Where practicable, the information required below may be combined on the maps, provided that the maps are clear and legible.
- The boundaries of parcels involved in the Boundary Line Adjustment and their general location in relation to existing roads and other landmarks.
- Road names and lines, pedestrian ways, lots, reservations, easements and area(s) to be dedicated to public use.
- The length of all straight lines, the deflection angles, the radii, the length of curves and central angles of all curves, tangent distances and tangent bearings for each road.
- All public open space for which offers of dedication are made, and all spaces for which title is reserved by the subdivider.
- Monuments which shall be set at all corners and angle points of the adjusted boundaries.
- The location of all public improvements referred to in Section VIII of the Shelburne Subdivision Regulations plus the location of sewage disposal systems, water supply systems, and erosion prevention and sediment control plans, stormwater treatment plans, rough grading and other devices and methods of draining the area.

For recording purposes, the boundary line adjustment plat shall consist of one or more sheets of drawings which are suitable for recording under Vermont Statutes. The final plat shall carry the following endorsement on the copy to be filed with the Town Clerk:

This boundary line adjustment does not constitute the creation of a separate parcel of land. It only adjusts the physical location of the boundary of these adjoining parcels. Any future subdivision and/ development of these new parcels must be approved by the Town of Shelburne Development Review Board. This plan is approved, subject to all requirements and conditions of this approval, on the

_____ day of _____, 20__

by _____
Chair".

Application materials must also include Copies of any proposed Offers of Dedication, deeds, and easements to the Town and a copy of the Certificate of Title showing ownership of all property and easements to be dedicated to the Town.

If the owner of record is not the applicant, a Boundary Line Adjustment application must also include a letter from the owner of record authorizing the applicant to apply for approval must on submitted.

Applications must be filed using forms and related materials prepared by staff of the Planning and Zoning office. Applications subject to the Board's review will not be warned for public hearing until the applicant conducts a filing conference with staff of the Planning and Zoning Office. The applicant will schedule this conference with the DRB Administrator or another staff member assigned by the Administrator. The purpose of the conference is to review the application materials and determine whether the application is complete. Application materials shall be submitted to Planning and Zoning staff 24 hours prior to the Filing Conference.

If the application is found to be complete, the Administrator will schedule a hearing before the Board. The Administrator or other staff will prepare a staff report to assist the DRB in reaching a decision on the application, as well as a draft decision. Meeting materials prepared by staff ordinarily will be available the Thursday preceding a regular meeting. Notice of the application shall be sent to the applicant, adjacent property owners, and other interested parties.

Following action by the Development Review Board, the decision shall be issued in accordance with Section 420 of these Regulations. When the proposed boundary adjustment has been approved by the Development Review Board, the mylar suitable for recording shall be prepared showing all relevant information, bearings and distances of perimeter boundary lines, monumentation in accordance with Section 980 on all corners of each lot, and all easements, and certification by a registered land surveyor that information is based on deed research and field information.

Mylars will not be recorded until all the legal documents pertaining to the subdivision have been approved by the Town of Shelburne. Any further subdivision of a lot created by the approved Boundary Adjustment shall require subdivision approval in accordance with these regulations.

SUBMIT