

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 application for boundary line adjustment by submitting a sketch plat, as defined in the Town's subdivision regulations.
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 must be presented.
3. The applicant also submits an unexecuted copy of the deed that will carry out the proposed property transfer. This deed must indicate that the proposed property cannot be conveyed separately from the tract to which it is added unless resubmitted as a subdivision for approval to the Planning Board.
4. The portion of the property to be transferred may or may not require a survey or map. The Planning Board will use its discretion as to whether a survey and map will be required.
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 Town 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 adjustment 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 listed in the current schedule of fees