

Official Use Only:

Application #: _____

Fee Paid: _____

Date Received: _____

Date of Hearing: _____

**TOWN OF GEORGIA
PLANNING COMMISSION**

BOUNDARY LINE ADJUSTMENT APPLICATION

Submission requirements: An application for Boundary Line Adjustment Review will consist of one full to scale and eight sets of reduced surveys of proposed lot lines, and supporting data which will include those items listed on the attached sheet. The application will not be deemed complete until all of the applicable materials have been submitted. Failure to submit a complete application, as defined herein, shall be grounds for denial of the application by the Planning Commission. Applicant must also submit stamped, addressed envelopes for all abutters, including those across a public or private right of way.

Owner(s) Parcel #1: Name & Address

Owner(s) Parcel #2: Name & Address

Telephone: _____

Telephone: _____

Applicant(s): Name & Address

(if different from owners)

Telephone: _____

Applicant's signature: _____

Property Owner's Authorization (fill out only if applicant other than owner). The undersigned property owner hereby certifies that the information submitted in this application regarding the property is true, accurate, and complete and that the Applicant has full authority to request approval for the proposed use of the property and any proposed structure.

Property Owner(s) #1

Property Owner(s) #2

Note: If a survey of either parcel has been recorded in the land records, the survey must be updated to show the boundary line adjustment and submitted with the application. After approval of the application, a Mylar of the survey must be signed by the Planning Commission Chair and recorded in the land records. All additional acreage must be merged with the existing lot.

Location of Property #1: _____

Size of parcel prior to adjustment: _____ acres

Size of parcel after adjustment: _____ acres

Parcel ID No.: _____

Zoning District: _____

Deed Reference: Volume _____ **Page** _____

Location of Property #2: _____

Size of parcel prior to adjustment: _____ acres

Size of parcel after adjustment: _____ acres

Parcel ID No.: _____

Zoning District: _____

Deed Reference: Volume _____ **Page** _____

Previous subdivision of parcel(s) (if applicable):

Permittee name: _____

Date: _____ **Map #** _____

Previous Site Plan Approval(s) (if applicable):

Permittee name: _____

Date: _____ **Map #** _____

List of plans, sketches, or other information submitted with this application:

Names and addresses of abutting property owners (attach separate sheet if necessary):

Description of proposed project:

Existing and/or proposed means of access to site:

Existing and/or proposed easements and rights-of-way:

Location of existing infrastructure (i.e. wells, primary & replacement waste water disposal, etc.)

State permits required and/or obtained for this project:

Boundary Line Adjustment Application Submittal Checklist

This checklist is intended to be used as an aid in developing a complete application for Boundary Line Adjustment Review before the Planning Commission. An application for Boundary Line Adjustment Review will consist of one full to scale survey and eight (8) sets of reduced surveys, and supporting data which will include the following information. The Planning Commission may require additional information as necessary to determine compliance with the regulations.

1. _____ Address of the subject properties.
2. _____ Name and address of the owners of record of the subject properties.
3. _____ Name and address of the owners of record of adjoining lands.
4. _____ A survey created by a registered land surveyor, drawn to scale, showing structures, roads, easements, rights of way, deed restrictions, name and address of person or firm preparing the map, scale of map, north point, date of map/revisions, and legend, current lot lines (labeled as such), proposed lot lines (labeled as such), current acreage of each lot, proposed acreage of each lot, means of accessing each lot, existing sewage disposal area for each lot, and existing water source for each lot.
5. _____ A site location map showing the location of the project in relation to nearby town/state highways and developed areas at scale of one inch equals one thousand feet.

Decisions:

The Planning Commission shall act to approve or disapprove Boundary Line Adjustment applications in writing within forty-five (45) days after closure of the requisite public hearing. Failure to act within the 45-day period shall constitute deemed approval on the 46th day. The Planning Commission may recess and continue a hearing pending receipt of requested information, and non-submittal of requested information shall constitute grounds for Boundary Line Adjustment denial. The Planning Commission shall prepare written findings-of-fact and conclusions setting forth background and rationale for their decision. The Planning Commission may attach conditions of approval to ensure the intent of applicable bylaws and the municipal plan are met.