

BOUNDARY LINE ADJUSTMENT CHECKLIST

INSTRUCTIONS → Submit the following items listed in the checklist below. Online submittal via the [Permitting Portal](#) is preferred. Hard copies may be submitted by mail or in person however, digital files of all hard copies will be required to be submitted.

[Online Submittal Instructions](#)

[Hard Copy \(paper\) Submittal Instructions](#)

1) <input type="checkbox"/> Fee	Fees are noted in the Planning, Zoning and Land Use Fee Schedule . Fees are non-refundable and payable by cash, check or credit card.
2) <input type="checkbox"/> Land Use Application	The Land Use Application must be filled out completely and signed by the owner, applicant, or primary contact.
3) <input type="checkbox"/> Survey Map Set	Must be drawn in accordance with the BLA Survey Map Checklist .
4) <input type="checkbox"/> Title Certificate	Submit a title certification (boundary line adjustment certificate) current to within 30 days of application date for all properties being adjusted. This report must confirm that the title of the lots being adjusted is under ownership of the parties signing the Declaration of Ownership.
5) <input type="checkbox"/> Declarations	All owners who have interest in the properties must sign a Declaration of Ownership and a Declaration of Legal Documentation .

If this checklist or any of the items above are not included with your application submittal, your application may be deemed “incomplete” and returned to you in accordance with [EMC Title 15.01](#).