

## BOUNDARY LINE ADJUSTMENT APPROVAL PROCESS

To be placed on the Agenda, Applicant must notify Chair of Planning Board and submit materials at least 10 days prior to regularly scheduled meeting on the 3<sup>rd</sup> Thursday of every month. A notarized statement of authorization must be provided from ALL landowners not present.

### Initial Conference (Recommended but optional)

- Informal discussion with Planning Board about what the applicant wants to do
- Provide a sketch on tax map or a survey (if available)
- Planning Board will tentatively classify and give applicant application

### Submit Formal Application to Planning Board

Application must contain:

1. Application Form (2 copies)
2. Survey (3 copies- 1 Mylar)
3. Deed for each property.
4. Unexecuted copy of deed (must specify that the proposed property cannot be conveyed separately from the tract to which it has been added unless resubmitted as a subdivision and approved by the Planning Board).
5. Fee

Within 62 days, the Planning Board will:

Classify as:

**Boundary Line Adjustment**

Approve and sign Boundary Line acceptance form, or conditionally approve or disapprove

**Minor Subdivision**

See procedures for minor subdivisions

**Major Subdivision**

See procedures for major subdivisions

Within 62 days of approval, the applicant shall file deed and map with Delaware County Real Property Tax Office & County Clerk