

## **APPLICANT'S GUIDE TO BOUNDARY LINE ADJUSTMENT REVIEW**

### **When must I apply for a Boundary Line Adjustment?**

Whenever you want to move the boundary line between your property and adjacent property owned by someone else, you must receive approval from the Planning Board for a Boundary Line Adjustment. (Please note: If you want to combine adjacent properties that you already own, see the instructions for "Application for Same Owner(s) to Combine Two or More Tax Parcels").

### **When does the Planning Board meet?**

The Planning Board meets at 7pm on the third Thursday of each month at Town Hall, 72 Tannery Road, Downsville, NY. (Please note that a meeting may be cancelled if there are no Agenda items or due to inclement weather).

### **How long will the process take for a Boundary Line Adjustment?**

In many cases, receiving approval for a Boundary Line Adjustment can be completed within two or three months. Depending upon the type and extent of the project you're proposing, however, it may take longer. Your attention to obtaining required information and getting it to the Planning Board in a timely manner helps speed the process.

### **Will I need a survey?**

Yes, although not at the Initial Conference (See below). The portion of the land to be transferred must be submitted. In very limited circumstances, you may not need a survey of the complete area. Any request for this waiver of a survey must be made to the Planning Board in writing.

## **PROCEDURE**

### **1. How to get started: The Initial Conference**

Although not required, it is strongly recommended that you contact the Planning Board to informally discuss general requirements and procedures and what you wish to do. Bring a sketch of your plan on the tax maps (or surveys if you have them). Contact the Chair to be placed on the meeting Agenda.

The Planning Board will informally consider your plan and inform you of any additional requirements. The Board may tentatively classify your plan as a Boundary Line Adjustment at this meeting.

**2. Obtain the appropriate application from the Chair or Clerk.** Complete the application and make certain you've included the signatures of all owners.

**3. Present your application at a Planning Board meeting.** To be placed on the Agenda, contact the Chair and submit application and supporting materials at least 10 days before the meeting. All property owners not present at the meeting must designate, through a notarized statement of authorization, an agent to represent them at the meeting.

Your application must contain:

- Application form (2 copies) – signed by all owners
- Survey (3 copies – 1 Mylar) – must contain information specified in Section 401 of the Town of Colchester Subdivision Regulations (Attached)
- Deed for each property
- Unexecuted copy of new deed - must specify that the proposed property cannot be conveyed separately from the tract to which it has been added except as a subdivision approved by the Planning Board.
- Fee

The Planning Board will formally consider your application at this meeting.

**4. The Planning Board will Approve, Conditionally Approve or Disapprove your application within 62 days of this meeting.** Whenever possible, this approval process will be completed at this meeting.

**5.** The fee for the application and review of a Boundary Line Adjustment is thirty dollars (\$30) payable to the Town of Colchester.

**6. When the plan is approved,** the Chair will sign the application and copies of the survey. Within 62 days of approval and signing, these documents must be filed with the Delaware County Clerk and the Real Property Tax Service Office in Delhi. Failure to do so will require you return to the Planning Board and could possibly require going through the entire process again.

**7.** If you have any questions about the BLA process, how to fill out the form, or if you wish to be placed on the next Planning Board Meeting Agenda, please contact Bonnie Ratnoff Seegmiller, Chair 607.363.2752 [bseegmil@hunter.cuny.edu](mailto:bseegmil@hunter.cuny.edu)