BOUNDARY LINE ADJUSTMENT APPLICATION

Permit # _____

Parcel ID: _____

Please review the Richmond Zoning Regulations and provide all the information requested in this application. Additional local permits and approvals may also be require. For information contact the Zoning Administrative Officer at 434-2430. Other federal, state and local permits or approvals may additionally be required, it is the duty of the applicant to obtain all relevant and applicable approvals. To inquire about State permits contact the State Permit Specialist at 477-2241.

Application Date: _____ Physical Address of Lot 1 & Lot 2: _____

_____

Property Owner 1 Name:_____ Property Owner 2 Name: _____

Mailing Address: _____ Mailing Address: _____

_____ _____

_____ _____

Phone: _____ Phone: _____

Email: _____ Email: _____

Size of Lot 1 Before / After (acres): _____/_____ Size of Lot 2 Before / After (acres): _____/_____

As per section 5.8, a boundary adjustments may be made by and between only two adjoining landowners upon issuance of a Zoning Permit by the Administrative Officer. Prior to issuance of a Zoning Permit the following conditions shall be met:

- no additional lot is created after the adjustment of the boundary lines;
- only two lots may be involved in any one boundary line adjustment; and
- adjusted lots must conform to all provisions of the zoning regulations.

□ Please include a clear and accurate plan of the lots and the proposed boundary adjustment shall be submitted. The plan does not need to be a survey but must have accurate field measurements, except if the Administrative Officer deems such survey necessary.

□ All state permits must be approved prior to submission of application, please include a copy of all state permits.

□ Boundary Adjustment Application Fee— $85.00

Signatures: The undersigned hereby certifies this information to be complete and true.

_____ _____

Property Owner 1 Signature Date Property Owner 2 Signature Date

NOTE: *Once a decision is made, this permit will be effective after the end of the 15-day appeal period. The applicant or an interested party has the right to appeal this permit decision within 15-days of issuance to the Richmond Development Review Board. Upon approval the applicant is responsible for posting the provided "Z" poster within view of a public right-of-way. The approval for a boundary line adjustment shall expire180 days from the permit effective date, unless, within that 180 day period, the final plat for the adjustment and deeds for the transfer of property are presented to the Zoning Administrative Officer for recording with the Richmond Town Clerk. After the approved plat and deeds are filed, no expiration of the approval shall be applicable.*

— DO NOT WRITE BELOW THIS LINE—OFFICE USE ONLY—DO NOT WRITE BELOW THIS LINE—OFFICE USE ONLY—DO NOT WRITE BELOW THIS LINE—OFFICE USE ONLY —

Application Complete Date:_____ Decision: APPROVED / DENIED / WITHDRAWN Zoning Fee: _____

Appeal Period End Date/ Permit Effective Date: _____ Final Plat /Deed recorded date:_____

Comments: _____

Zoning Administrative Officer signature: _____Date:_____

TOWN CLERK'S OFFICE Received for Record:_____A.D. _____ At _____o'clock _____minutes _____M

And Recorded in Book:_____ page _____ Attest:_____