



## 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 required. 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 &amp; 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— \$100.00 plus applicable recording fees

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 expire 180 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: \_\_\_\_\_