SECTION 1: Application Procedure and Filing Requirements

A. **Submittal Requirements:**

The following items are required with the application:

- 1. **Application Form:** Uniform Application Parts 1 and 2 shall be completed.
- 2. **Filing Fee:** The appropriate fees will need to be submitted at time of application. Fee schedule attached.
- 3. **Submittal For Lot Line Adjustment:**
  - Submit three (3) plans (81/2” x 11”)
  - Proposed adjustment shown as plat map
  - Existing and proposed structures and walls
  - All building setbacks from all property lines
  - Assessor’s parcel numbers(s)
  - Plat map must have the signature and seal of the professional preparing plat map

B. **Supporting Information:**

- A letter signed by all fee owners of the properties involved, agreeing to the proposed adjustment.
- A title report not older than 30 days from the time of submittal
- Copies of recorded Deeds of all properties involved
- Copies of letters from all secured lenders on non-objection to the lot line adjustment
- Reciprocal deeds drawn between all affected owners, transferring property in accordance with the approved lot line adjustment, if necessary.
- A letter explaining the reason for the request
- Legal description attached as exhibit to plat map