



Boundary Line Adjustment (BLA) Checklist/Application Requirements

1. Complete Master Land Use Application. Application Fee \$250.00
2. TYPE OF ADJUSTMENT REQUESTED and special attachments required.
 - Minor Boundary Line Adjustment.
 - Financial Segregation.
Attach copy of Statutory Warranty Deed or Title report to verify ownership of property.
Name of person(s) who seeks the financing: _____.
 - Court ordered division (Dissolution or Foreclosure only).
Attach copy of the signed court decree.
 - Testamentary provision.
Attach copy of: Will and Court order (if any).
 - Division by intervening ownership (road, canal, etc.).
 - Public utility site.
3. Describe the purpose of the requested exemption: _____

4. SITE PLAN. -Submit:
 - Four (4) 24" x 36" copies
 - One (1) 11" x 17" copy
 - One (1) electronic copy (jpg or pdf format).

Three (3) copies of the following:

5. VERIFICATION OF CURRENT OWNERSHIP, via Deed or Title Report. (Copies of recorded deeds can be obtained from the County Auditor's Office)
6. Verification of public water availability.
7. Verification of public sewer availability.
8. Legal description(s) of proposed access easement(s).
9. Attach the existing legal descriptions for all parcels involved. (Unless you have divided or reconfigured the property since you purchased it, the legal descriptions are found on the property deeds. Do not use the abbreviated legal description found on your tax notice, or off the County web page.)

10. Attach the proposed legal descriptions for all parcels. (City staff is not permitted to write the proposed legal descriptions. If you need assistance contact someone with experience writing legal descriptions such as a surveyor, attorney, planning consultant, etc.)
11. **NOTICE:** Before the Boundary Line Adjustment can be completed all applicable property taxes and special assessments will need to be paid for the entire year for all parcels.