

3.6 Checklist

Boundary Line Adjustment

Starting the Application Process

- Submit your application materials to the One Stop Shop, Room 210 City Hall. Your application must include the following:
 - Application Cover Sheet
 - Required fee
 - Legal description in recordable form, printed clearly on an 8.5"x 11" sheet (consult a surveyor or attorney if needed), for both existing and proposed conditions
 - A vicinity map (8.5" x 11") indicating the existing site and names of adjacent streets
 - A map of the proposed parcels after the adjustment

Staff Review

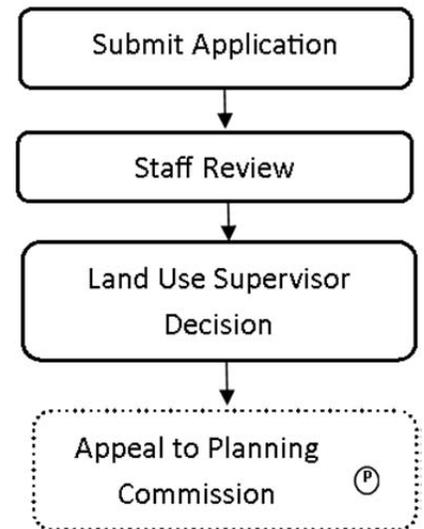
Planning staff will evaluate your application. When considering a recommendation a boundary line adjustment, Planning Staff generally review the Comprehensive Plan (including the Future Land Use Map, Governing Principles, and Policies), surrounding land uses and zoning, any additional UDC criteria, and other related factors.

Land Use Supervisor Decision

The Land Use Supervisor will review the application and make a decision to adopt, adopt with modifications, or deny the application.

If approved, you will receive an Action Letter documenting approval.

Boundary Line Adjustment



(P) Indicates Public Hearing Required