

BOUNDARY LINE ADJUSTMENT CHECKLIST
Please type or print legibly.

REQUIREMENT	YES	NO	N/A - State reason Use separate sheet if necessary
DOCUMENTATION – FIRST SUBMISSION			
1. Completed Land Development Application with all property owner(s) original signatures.			
2. Two (2) copies of proposed Boundary Line Adjustment Plat, UNSIGNED & FOLDED			
3. One (1) UNSIGNED copy of the Deed of Boundary Line Adjustment, if all parcels are not owned by the same party.			
4. If property(s) is zoned RA or RC, a current Subdivision Potential Letter from the Zoning Office.			
5. Flash drive containing individual PDFs of all submission materials.			
6. Completed and signed Boundary Line Adjustment Checklist.			
DOCUMENTATION – APPROVAL/SIGNATURE SETS			
1. Five (5) copies of the Boundary Line Adjustment Plat, folded, with owners' original signatures			
2. One (1) copy of the signed Deed of Boundary Line Adjustment, if all parcels not owned by the same party.			
3. Health Department verification that the adjustment does not adversely impact existing or reserve drainfields.			
4. A Boundary Line Adjustment Table must be provided showing the acreage(s) being added and/or subtracted from each parcel being adjusted. In the RA and RC Districts a Density Tabulation must be included in the table identifying the density being transferred by the adjustment.			
5. Boundary Line Adjustments cannot create an additional building lot and resulting parcels shall conform to the lot size and frontage requirements of the underlying Zoning District.			
6. Flash drive containing individual PDFs of all resubmission materials.			
BOUNDARY ADJUSTMENT PLAT REQUIREMENTS Section 10-5 of Subdivision Ordinance			
1. Plat with original seal and signature of land surveyor or engineer on each sheet of plat (S.O. 10-5.A.16)			
2. Drawn to a scale not greater than 1" = 100' and the sheet size shall not exceed 18" x 24" (S.O. 10.5)			
3. If shown on more than one sheet, the sheet number, total number of sheets and the easement shall be shown on each sheet (S.O. 10-5).			

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4. Title under which the plat is proposed to be recorded (S.O. 10-5.A.1a)			
5. A certificate signed by the Land Surveyor (S.O. 10-5.A.1b).			
6. Name of individual or firm who prepared the plat (S.O. 10-5.A.1c)			
7. Date of plat (S.O. 10-5.A.1.d)			
8. Name and address of property owner(s) on the plat (S.O. 10-6.A.5).			
9. A signed and notarized statement that "the boundary line adjustment is with free consent and in accordance with the desires of the undersigned owners, proprietors and trustees" (S.O. 10-5.A.1g).			
10. Signature panel for governing body 4 inches by 4 inches (S.O. 10-5.A.1h).			
11. Signature panel for Health Department approval.			
12. Vicinity map, with north arrow and scale, showing all adjoining roads, town/county boundaries and other landmarks within one mile radius (S.O. 10-5.A.1i)			
13. Current zoning of parcels and Parcel Identification Numbers (P.I.N.s) (S.O. 10-6.A.8)			
14. The north point arrow (S.O. 10-5.A.2)			
15. All dimensions, both linear and angular for locating lots, streets, alleys, and public easements (S.O. 10-5.A.4)			
16. Lot numbers in numerical order and block identification (S.O. 10-5.A.5).			
17. Location and material of all permanent referenced monuments (S.O. 7-14 and 10-5.A.6).			
18. A definite bearing and distance tie shown between not less than two permanent monuments on the exterior boundary (S.O. 10-5.A.7).			
19. Temporary cul-de-sacs where needed (S.O. 10-5.A.8).			
20. Names of all proposed streets if serving six (6) or more lots. Name must be approved by county (S.O. 10-5.A.10)			
21. Total acreage of lots, common spaces, streets and total site acreage (S.O. 10-5.A.11).			
22. Horizontal grid ticks every five inches based upon the Virginia State Plane Coordinate System 1983 adjustment if the site is within two kilometers from a geodetic control monument that is accessible to the public. If the site is more than two kilometers from such a monument, the coordinate values may be assumed, but the meridian must be related to true north (S.O. 10-5.A.9).			
23. Notation " _____ " acres is hereby dedicated for public use." (S.O. 10-5.A.12)			

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BOUNDARY ADJUSTMENT PLAT REQUIREMENTS

Section 10-5 of Subdivision Ordinance

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| 24. Private street notations and defined in 7-307 of the Zoning Ordinance and 7-12 of Subdivision Ordinance, if applicable (S.O. 10-5.A.13). | | | |
| 25. All existing and proposed easements and their widths, including drainage easements and/or temporary easements. For existing easements, label the deed book and page where recorded. Label new easements as hereby granted (S.O. 10-5.A.14). | | | |
| 26. Existing and proposed rights-of-way and widths. For existing rights-of-way, label the deed book and page where recorded (S.O. 10-5.A.15). | | | |
| 27. Floodplain note to read: "The subject property is located on FEMA Flood Insurance Rate Map, number 51061C, Panel _____, dated _____. The property is located in Zone _____" (S.O. 10-5.A.17). | | | |
| 28. Show all buildings and setbacks within 100 feet of any property line. | | | |

CERTIFICATION OF APPLICATION SUBMISSION

I hereby certify that the above stated information is included in the attached Boundary Line Adjustment application and accompanying materials. Further, I have included on the plat any conditions required by proffers of an approved rezoning or required by special exception or variance approval, special agreements or covenants.

Engineer or Surveyor's Signature

Firm Name

Date