

## Roxbury Boundary Line Adjustment Applicant Review Check List\*

Application#: \_\_\_\_\_

A Boundary Line Adjustments is applicable when an applicant proposes to transfer land to an adjoining property owner in such a way as ***no new lots are created***. When such a boundary line is proposed, the Planning Board shall determine if the adjustment will adversely affect any property involved.

1. Initial Conference:

The applicant may informally speak with a designated member of the planning board or a representative, concerning the application and needed material for review.

2. Procedure: 3 copies of all items listed below must be submitted 10 days prior to the regularly scheduled Planning Board meeting:

\_\_\_\_\_ Completed Boundary Line Adjustment application.

\_\_\_\_\_ Surveyed portion of property being transferred.

\_\_\_\_\_ Unexecuted copy of the deed that will carry out the proposed transfer.

\_\_\_\_\_ Copies of the *deeds* for *each* property involved in the boundary Line Adjustment.

3. When these items have been submitted to the Planning Board, the Board shall review the material and within *45 days either approve/deny or reclassify* (major/minor subdivision). *No public hearing* is required for a Boundary Line Adjustment. The \$40 fee must be paid before filing with the County Clerk and Real Property.

4. If the Boundary Line Adjustment is approved, the Planning Board shall sign the application form. The applicant must then file the new deed and surveyed map with the County Clerk and Real Property Tax Services within sixty-two (62) days of Planning Board endorsement.

\*This is a summarized list; it is the responsibility of the Applicant to insure they have included any/all information.