

LOT LINE ADJUSTMENT APPLICATION REQUIREMENTS/CHECKLIST

- TITLE REPORT: A title report shall be submitted for the properties that are the subject of the Lot Line Adjustment.
- RECORDED PLAT. The existing recorded plat shall be submitted.
- LEGAL DESCRIPTION. A legal description shall be submitted.
- DIAGRAMS OF IMPROVEMENTS. Clear & precise diagrams showing the current and proposed lot lines and building setbacks. These drawings must also show the locations of any structures and their respective distances from the proposed lot lines.
- LOCATIONS OF UTILITIES AND EASEMENTS. A plan that identifies the existing and proposed utilities and easements shall be submitted.
- DEED. A signed special warranty deed defining the transfer of property shall be submitted.
- LETTER OF CONSENT. ANY lending institution that owns property that will be altered by the proposed application must submit a letter consenting to the application.
- FEE. The processing fee of \$575.00 shall be paid in full.