

VILLAGE OF DEPOSIT PLANNING BOARD
BOUNDARY LINE ADJUSTMENT PROCEDURE

Step 1

The Applicant shall submit the following to the Village of Deposit Planning Board before classification is made:

1. A *completed* Boundary Line Adjustment (BLA) application

2. Sketch Plan of the lot(s) involved. The Plan should include tax map numbers, road name, and approximate acreage involved.

3. A copy of the proposed deed(s) specifying that the incorporated land cannot be sold separately without subdivision review by the Planning Board.

The Planning Board will review this information and assess the application for completeness and lot accessibility. If the information presented is satisfactory, the Board will then classify the proposal as a Boundary Line Adjustment (BLA).

Step 2

Applicant must file the Boundary Line Adjustment with both the appropriate County Clerk and Real Property Tax Services within sixty-two (62) days of the Planning Board's endorsement.

A copy of the new filed deed(s) confirming the land transfer must also be sent to the Village of Deposit Planning Board within the sixty-two (62) days of the filing date.

If you have any questions about the BLA process or how to fill out the form, please contact the Village Clerk, at 467-2492.

VILLAGE OF DEPOSIT PLANNING BOARD

BOUNDARY LINE ADJUSTMENT APPLICATION

Date: _____ Application No. _____

Parcel A - (Sender):

Parcel B - (Receiver):

Name _____ Name _____

Address _____ Address _____

Phone/Fax _____ Phone/Fax _____

Tax Map# _____ Tax Map # _____

Liber _____ Page _____ Liber _____ Page _____

Location: (Road Name, Distance and Direction from Nearest Intersection)

Description of Action:

Amount of property to be transferred - Parcel "C" _____

(OVER)

We the undersigned hereby swear that Parcel "C" will be taken from Parcel "A" and added to Parcel "B", and no new lots will be created by this action. Also, Parcel "C" cannot be conveyed separately from the tract to which it is added unless resubmitted as a subdivision and approved by the Village of Deposit Planning Board. We the undersigned also agree to send a copy of the new deed confirming the transfer and the combining of Parcel "C" and Parcel "B".

Parcel A (owner's signature)

Date

Subscribed and sworn to before me this _____ day of _____, 20__

My Commission Expires: _____

Notary Public

Parcel B (owner's signature)

Date

Subscribed and sworn to before me this _____ day of _____, 20__

My Commission Expires: _____

Notary Public

Classified as a Boundary Line Adjustment by the Village of Deposit Planning Board, and the sketch map has been presented.

Chairperson (signature)

Date

This Boundary Line Adjustment must be filed with both the appropriate County Clerk and the Real Property Tax Services within sixty-two (62) days of Planning Board endorsement. A copy of the new deed confirming the transfer combining of land must also be sent to the Village of Deposit Planning Board within the sixty-two (62) days of the filing date.