



**Boundary Line Adjustment Application**

(Section 410.060 F)

Date: \_\_\_\_\_

**Applicant Information:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Site Information:**

Address: \_\_\_\_\_  
\_\_\_\_\_

Current Zoning: \_\_\_\_\_

Project #: \_\_\_\_\_

**Required Documentation:**

This Application is required by City Zoning Regulation Section 410.060 F. SUBDIVISION REGULATIONS and is not considered accepted until all required documentation is submitted and required fees paid.

The "Boundary Line Adjustment Checklist" is intended to serve as a guide in this process.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Applicant Name

**CITY STAFF USE ONLY**

Application Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

## **BOUNDARY LINE ADJUSTMENT APPROVAL PROCESS – 410.060 (F)**

*This information is to be used as a guide and is not intended to amend or supersede any corresponding City, State, or Federal Ordinances/Laws. Additional information may be required by the City to properly process the applicant's request.*

Two (2) lots with common property lines shall be exempted for the purpose of establishing a common boundary line from the procedural provisions related to preliminary and final plat requirements contained in Sections 410.210-410.230 of the municipal code.

Application may be filed only by the legal owner of both lots being requested.

Applications received by the first day of the month will appear on the Planning & Zoning meeting agenda for the following month. **Boundary Line adjustments** approved at P&Z meetings will appear on the Board of Aldermen meeting on the third Tuesday of the following month if all required revisions/documentation is received by the deadline for that meeting. *The City reserves the right to table any application due to the need for additional research time. Failure to provide all documentation could cause the Application to be deemed by City staff as "not received."*

**The following steps are required in the approval process:**

- 1. Applicant submission of completed Application and required documentation and fees:**
  - Filing fee \$125**
  - Plan Review fee \$100**Names and addresses of legal owners of adjacent properties within 300 feet of the proposed site required with application "public hearing" notifications will be completed by City.
- 2. Application processing**

A plat map review will be completed by City staff, with applicant notified of any additional documentation requirements. Applicant must provide (3) copies of drawings (11" X 17" minimum size) along with other documentation required.
- 3. Planning & Zoning Commission Meeting**

1<sup>st</sup> Thursday of the month, 6:00 p.m. at City of Warrenton Annex Building. It is strongly recommended that the applicant or representative is present at the meeting.
- 4. Planning & Zoning results**

The applicant will receive formal written notice of the P&Z outcome. Any revisions or additional information required must be received by the specified deadline in order for the Application to be included on the Board of Aldermen agenda. Applicant must provide (3) copies of drawings (11" X 17" minimum size) reflecting any required revisions by the specified deadline for the Board of Aldermen meeting.
- 5. Board of Alderman Meeting**

3<sup>rd</sup> Tuesday of the month, 6:00 p.m. at City of Warrenton Annex Building. It is strongly recommended that the applicant or representative is present at the meeting.
- 6.** In addition to the applicant filing the appropriate document(s) with the Recorder of Deeds, the applicant shall file three (3) copies of the recorded document(s) containing all necessary certification and evidence of filing with the City Clerk.

# **Boundary Line Adjustment Checklist**

(Section 410.060 F)

Applicant's Name: \_\_\_\_\_

Project No.: \_\_\_\_\_

Property Address: \_\_\_\_\_

**Filing Fee: \$125**

**Plan Review Fee: \$100**

**The following must be submitted in order for your application to be processed:**

<u>Needed</u>	<u>Received</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Legal description of property being added
<input type="checkbox"/>	<input type="checkbox"/>	Legal description of combined property
<input type="checkbox"/>	<input type="checkbox"/>	Location of site
<input type="checkbox"/>	<input type="checkbox"/>	List of names and addresses of adjacent property owners within 300 feet of property in questions
<input type="checkbox"/>	<input type="checkbox"/>	Plat map per requirements listed below
<input type="checkbox"/>	<input type="checkbox"/>	Map of adjusted property to be signed by Mayor for filing with County Recorder of Deeds. Three copies of the recorded document but me provided to the City Clerk

## **Plat Map Requirements**

<u>Needed</u>	<u>Received</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Prepared by a Land Surveyor or professional engineer licensed by the State of Missouri, at a scale of one (1) inch equals one hundred (100) feet.
<input type="checkbox"/>	<input type="checkbox"/>	The location and description of all section corners and permanent survey monuments in or near the tract
<input type="checkbox"/>	<input type="checkbox"/>	The length of all required lines dimensioned in feet and decimals thereof, and the value of all required true bearings and angles dimensioned in degree and minutes, as hereafter specified
<input type="checkbox"/>	<input type="checkbox"/>	The boundary lines of the land being subdivided fully dimensioned by lengths and bearings, and the location of boundary lines adjoining lands, with adjacent parcels identified and zoning indicated
<input type="checkbox"/>	<input type="checkbox"/>	The location of all building lines, setback lines, and easements for public services or utilities with dimensions showing their location
<input type="checkbox"/>	<input type="checkbox"/>	Location and description of the subdivision referenced to block, section, range, township, and U.S. Survey
<input type="checkbox"/>	<input type="checkbox"/>	Location and Identification of existing structures or improvements.