



**Application Submittal Checklist for a
BOUNDARY ADJUSTMENT (BDJ)
Planning & Development Department
Planning Division**

200 S. Willow St. | ph: (307) 733-3959
P.O. Box 1727 | fax: (307) 739-9208
Jackson, WY 83001 | www.tetonwyo.org

APPLICABILITY. *This checklist should be used when submitting an application for a **Boundary Adjustment**. The purpose of the boundary adjustment process is to ensure that the adjustment of property lines results in property configurations that comply with the standards of the LDRs.*

When is a Boundary Adjustment Application required?

A boundary adjustment application is required in order to adjust the boundaries between lots, parcels, or tracts, and involves the division of a portion of one property so that the divided portion can be completely merged into an adjacent property. Situations in which a boundary adjustment is applicable are identified in Section 8.5.5.B.

Do I need a Pre-Application Conference first?

A Pre-Application Conference is not required prior to submittal, but an applicant may request a pre-application meeting to discuss the requirements and applicable regulations with Planning Staff. If a Pre-Application Conference is held, this checklist may be modified by staff to reflect the specifics of your project.

What pre-submittal steps are required?

The first step in review of a proposed boundary adjustment is approval of a Zoning Compliance Verification (ZCV) for the proposed configuration of each lot, parcel, and/or tract that would result from the boundary adjustment process. The information required to make a determination of zoning compliance is provided in the Boundary Adjustment ZCV Checklist. **An application for a boundary adjustment cannot be submitted until the required ZCV is approved.**

FINDINGS FOR APPROVAL. *The application shall include a narrative statement addressing each of the applicable Findings for Approval, found in **Section 8.5.5, Boundary Adjustment**.*

A boundary adjustment shall be approved upon finding that:

1. No additional lots or parcels are created; and
2. Each of the resulting lots or parcels complies with the zone in which it is located as approved through a zoning compliance verification; and
3. The applicability and required document provisions of this section are met; and
4. The application complies with all other relevant standards of these LDRs and other County Resolutions; and
5. The application is in substantial conformance with all standards or conditions of any prior applicable permits or approvals.

GENERAL INFORMATION.

_____ **Title Report.** A title report, title certificate or record document guarantee prepared within the last six months that includes evidence of ownership and all encumbrances on the subject property. Copies of the documents referenced in the report should not be submitted unless requested by the planner during review. Applications for a Boundary Adjustment may be exempt from the requirement to include a title report, depending on circumstances. Check with the Planning Department for confirmation.

_____ **Narrative description of the proposed development.** Briefly describe the proposed boundary adjustment.

REQUIRED RECORDED DOCUMENTS FOR INITIAL SUBMITTAL.

When submitting an application for a boundary adjustment between un-platted parcels, the applicant shall provide the following, pursuant to Section 8.5.5.C.:

- _____ **Map of Survey.** A map of survey in the form established by Section 8.5.5.C.1.a.
- _____ **Conveyance of Parcels.** An instrument, to be recorded, which totally merges the divided portions and combines them into the adjoining parcels, so that no additional parcels are created, and such that the resulting parcels are established as single parcels for all purposes.

When submitting an application for a boundary adjustment between platted lots or between a platted lot and an un-platted parcel, the applicant shall provide the following, pursuant to Section 8.5.5.C.:

- _____ **Plat Map.** A new plat map, prepared in the form established in Subsection 8.5.5.C.2.a.
- _____ **Notice of Intent.** Evidence that the applicant has published a "Notice of Intent to Subdivide" once each week for 2 weeks within 30 calendar days prior to submitting this application, pursuant to Wyoming Statutes as amended.
- _____ **Conveyance of Platted Lots.** If there is more than one owner of the vacated portion of the plat, instruments conveying ownership of the individual lots or parcels resulting from the replat shall be provided.
- _____ **Conveyance of Unplatted Parcels.** An instrument acceptable to the County Attorney and County Surveyor shall be provided to establish a newly adjusted unplatted parcel.

Applications for boundary adjustments between platted lots or between a platted lot and an un-platted parcel are subject to review by the Board of County Commissioners at a public hearing. See Section 8.5.5 for a detailed description of the process. The additional submittal requirements listed below are applicable only to boundary adjustment applications involving a platted lot or lots.

POSTED NOTICE. *The applicant is responsible for posting and maintaining a notice of the public hearing on the land subject to the application. The posted notice shall meet the following standards.*

- **Content.** The posted notice shall contain the notice content required by Subsection 1 above, except the description of the location of the land subject to the application. A template is available in the Administrative Manual.
- **Timing.** The notice shall be posted for at least 10 days prior to the hearing, and shall be removed within 5 days following the hearing.
- **Size.** The notice shall be 4 ft by 4 ft.
- **Location and Legibility.** A notice shall be placed along each front lot line so as to be legible from each access point to the site. The notice may be mounted to a building. If the notice is freestanding, it should be set back 2 ft from any lot line or access easement.
- **Materials.** The notice shall meet the materials standards of Div. 5.6. and shall not be lighted.

PRE-HEARING PACKET SUBMITTAL. *The following shall be delivered to the Planning Department no later than 9:00am the business day before the Board of County Commissioner packets go out for the scheduled public hearing on the proposed subdivision plat or amendment:*

- _____ **Plat Map.** One full size copy of the plat map, reflecting all revisions requested by the Technical Review Committee, for the Board of County Commissioners' packets. The map should be printed on paper, not mylar.

HEARING SUBMITTAL. *The following shall be delivered to the Planning Department no later than 9:00am the business day before the scheduled public hearing:*

- _____ **Mylar Plat Map.** The original mylar, fully signed and notarized, apart from the final signature required by the Board of County Commissioners.
- _____ **Original Documents.** Signed and notarized original documents to be recorded with the plat.

PRIOR TO RECORDING. *Prior to recording of the plat and associated documents with the County Clerk, the following must be provided to the Planning Department:*

- _____ **Survey in digital format.** An Autocad compatible DXF or DWG file must be provided for all subdivision plats and maps of survey. The DXF or DWG file must include all boundary, lot, unit and easement lines of the subdivision or survey.
- _____ **Payment of Fees.** Payment of all fees associated with plat review, including technical review fees, neighbor notice fees, exactions, and/or required performance bonds or other financial assurances.