



APPLICATION CHECKLIST

Boundary Line Adjustment, Replat

PROJECT DESCRIPTION

Owner/Applicant Name:
Site Address (Parcel ID#)
Case/File # (Project Name):
Project Description:

OVERVIEW

Delta County Planning Department is the lead agency to coordinate the processing of development applications for the unincorporated areas of Delta County. This form provides a checklist of materials, plans, data, and reports required for submitting an application for:

- **Replat**; A procedure by which minor amendments may be made to an approved Final Plat where the revision involves minor adjustments to lot lines and/or building envelopes, minor amendments to plat notes, minor right-of-way adjustments, or minor utility easement adjustments. All lands must be part of a previously recorded Subdivision, no additional lots or building sites are created, no impacts to county roads or other service providers is created, or the revision corrects minor errors on the Plat.
- **Boundary Line Adjustment**; An adjustment or revision of established, undisputed, existing boundary lines between parcels or lots less than 35 acres, where such adjustment does not result in creating an additional parcel/lot.

The Director is the Approving Authority for this type of land use entitlement. Any decision or determination (interpretation) by the Director may be appealed to the Board of Adjustment. Any decision by the Board of Adjustment may be appealed to the Board of County Commissioners.

REQUIREMENTS FOR APPLICATION

All items checked below **MUST** be provided for a complete Application Submittal, including any and all requested materials from a pre-application meeting and/or cover letter. Items marked with a “√” indicate items we have received. Failure to provide or complete any of the required items, including applicable fees, will result in the application being incomplete. Incomplete applications will be returned and not be considered filed until all items are received by the Department. Applications will be processed in the order they are deemed complete.

All documents shall also be provided in an electronic format (.pdf). Plans shall be in a format so that they may be reproduced at 11x17 inches or greater.

NOTE: Additional information may be requested based upon review of these materials.

PLAT REQUIREMENTS.

The following are minimum requirements for a Boundary Line Adjustment or Replat.

	<p><u>Title Block/ North Arrow.</u> Date of preparation of the map. Name and address of subdivider and record owner in the lower right-hand corner. Name and address of the person who prepared the map in the lower right-hand corner.</p>
	<p><u>Vicinity Map.</u> Identify the subject parcel. Include parcel numbers of all adjacent property owners and adjacent subdivisions. Illustrate political boundaries (city limits, county lines, etc.) – provide distance from the closest Town/City boundary.</p>
	<p><u>Aerial View.</u> Overlay the proposed boundary line adjustment/replat onto an aerial view to illustrate how the proposed property lines align with existing/natural features. View of the subject parcel and surrounding area at the same scale as the proposed project plan/plat to accurately depict what is on the ground today and how the project aligns (Color Copy).</p>
	<p><u>Legal Description.</u> For all parcels and transferring parcels. Subdivision, blocks, lots, recording information. Books and pages of metes and bounds. Bearings on Section and ¼ Section lines (to the nearest second).</p>
	<p><u>Summary Table.</u> Information, including:</p> <ol style="list-style-type: none">Size of parcels/lots (before and after) calculated in acreage (square footage where applicable).Transferring parcel(s) calculated in acreage (square footage where applicable).Land Use (Zoning) designation(s)
	<p><u>Boundary Line Adjustment (BLA).</u> Illustrate changing parcel lines (drawing of professional quality):</p> <ol style="list-style-type: none">Graphic representation of existing parcel/lot lines and adjusted parcel/lot lines. Lots should be numbered and parcels should use letter designations.Placement and location of all existing streets, easements, rights-of-way on the subject land(s), and those abutting any parcel involved with the Boundary Line Adjustment (identify reception number for recorded documents).Illustrate easements and Building Envelopes as shown on the original Subdivision Plat(s)Locate existing structures within 50 feet of adjusted property line(s), including wastewater/septic disposal. Illustrate setbacks from proposed property lines and Rights-of-Way.Illustrate irrigation drainage, including applicable easementsIllustrate existing utilities
	<p><u>Replat.</u> Illustrate changing recorded notes and/or parcel lines (drawing of professional quality):</p> <ol style="list-style-type: none">Graphic representation of existing lot lines and adjusted lot lines. Lots will be numbered as previously shown on the original recorded Subdivision Plat, followed by a letter designation (e.g. Lot 1 becomes Lot 1A)Placement and location of all existing streets, easements, rights-of-way on the subject land(s), and those abutting any lot involved with the Replat (identify reception number for recorded documents).Illustrate Easements and Building Envelopes as shown on the original Subdivision Plat(s)Locate Existing Structures within 50 feet of adjusted property line(s), including wastewater/septic disposal. Illustrate setbacks from proposed property lines and Rights-of-Way.Illustrate irrigation drainage, including applicable easementsIllustrate existing utilitiesInclude Plat Notes from original recorded subdivision (if applicable).
	<p><u>Revisions.</u> If revisions are made to the plans, include a revision block and list changes made to the original Plat. Include a resubmittal date of the revised plat.</p>

ADDITIONAL REQUIRED INFORMATION

Information checked below is required because of the type of application and policies affecting the subject property and/or project:

	<p><u>Surveyor's Statement</u>. Certification of compliance with state statute and Delta County Land Use Code, including that no new lots are being created. <i>Form provided by Delta County.</i></p>
	<p><u>Standard Signature Blocks</u>: Include all applicable signature blocks including notary where required.</p> <ul style="list-style-type: none">○ Property Owner(s); Required to match how names appear on existing Deed(s). Where a Trust or Corporation is involved, provide documentation demonstrating legal authority to sign the plat.○ Mortgagees Approval; Required if there is a loan on any parcel involved○ Delta County Surveyor's Approval; All Plats○ Delta County Planning Department Approval; All Plats○ Certificate of Taxes Paid; Required on all plats where the legal description changes <p><i>Standard/recommended language found in Chapter 12, Section 5 of the Land Use Code.</i></p>
	<p>Copies of any agreements with notarized signatures (access, road maintenance, ditch company, domestic water, subdivision improvements, etc.)</p>
	<p><u>Plat Note (Setbacks)</u>: All structures (including onsite wastewater treatment systems) in this subdivision shall meet applicable setback requirements (rights-of-way, property lines, ditches, waterways, etc.) in place at the time the development occurs.</p>
	<p><u>Preliminary Title Report/Ownership and Encumbrances</u>. Report showing the legal owners and recorded encumbrances. Include description of all existing and evident easements for the subject property.</p>
	<p><u>Dedication</u>: In format as described by the Delta County Planning Department <i>See Land Use Code Chapter 12, Section 5</i></p>
	<p>Other: <input type="checkbox"/></p>

OTHER REQUIREMENTS FOLLOWING PLANNING APPROVAL

	<p><u>Recording Fees</u>. Recording fees are separate and in addition to the land use fees. (Clerk & Recorder Fee Schedule)</p>
	<p><u>Deeds</u>: Deeds describing all affected lots, as well as transferring parcel(s), shall be recorded with the approved Final Plat. Required to effectuate any change of land (new parcel, transfer of land, etc.).</p>
	<p><u>Appeal</u>: Appeals must be filed within 10 calendar days from the date of decision</p>
	<p>Other: <input type="checkbox"/></p>

FILING FEES

Fees are charged to offset the cost of processing an application for the permit(s) noted above (reviews, notices, hearings, and recordkeeping). The following fee has been calculated based on the entitlement(s) required. Application fees are due and payable with submission of the application materials.

We accept Cash, Check or all major Credit Cards (2.5% fee applied at check out)

Please make checks payable to: "**Delta County**"

NOTE: Additional fees may be required for referral agencies and/or professional services (consultant) related to the application should they be deemed necessary. This fee does not include recording fees.

Total Fee: \$__

SEE LETTER for explanation of fees

*Itemized list of Land Use fees can be found in **Resolution 2021-R-007***

DEPARTMENT USE

Checklist Sent (date):

Pre-Application Meeting (date): **IF APPLICABLE**

Project Planner: