



TOWN OF

Westford

1713 Vermont Route 128 • Westford, Vermont 05494

Town Office: (802)878-4587 • Fax: (802)879-6503

www.westfordvt.us

Boundary Line Adjustment Application

Fee: \$325 (does not include recording fees)

A **Boundary Line Adjustment** is a method of adjusting boundaries of adjacent lots without creating an additional lot, which does not cause any parcel of land involved to become nonconforming or violate any conditions of a prior zoning permit or development approval.

Landowner 1 – Name(s):		Landowner 2 – Name(s):	
Property 1 – Parcel ID#:		Property 2 – Parcel ID#:	
Landowner 1 – Mailing Address:		Landowner 2 – Mailing Address:	
Property 911 Address, if different than Mailing Address:		Property 911 Address, if different than Mailing Address:	
Landowner 1 – Email:		Landowner 2 – Email:	
Landowner 1 – Phone:		Landowner 2 – Phone:	
Landowner 1 – Current Acreage:	Landowner 1 – Proposed Acreage:	Landowner 2 – Current Acreage:	Landowner 2 – Proposed Acreage:

Describe the Proposed Boundary Line Change: _____

The undersigned hereby certify and affirm that the information submitted in this application is true, accurate, and complete.

Signature of Landowner 1

Date

Signature of Landowner 2

Date

DO NOT WRITE IN THIS BOX – Office Use Only

Administrative Decision

Completed Application Received: _____
Application

- ☐ Approved ☐ Denied
☐ Referred to Development Review Board

Permit #: _____

- ☐ \$325 BLA fee paid
☐ \$15 recording fee paid
☐ \$25 mylar recording fee paid

Harmony Cism, Zoning Administrator

Date

Note: Permit may be appealed within 15 days of issuance. Permit Notice must be displayed in a location visible from the public right-of-way until the 15-day appeal period has ended.

Boundary Line Adjustment Checklist:

Two (2) copies of the survey plat must be submitted in conjunction with this application. The features depicted on the plat must include the following (where applicable):

- ☐ Identifying Project Title
- ☐ Name, License Number, and Seal of Registered Land Surveyor/Professional Engineer who prepared the survey
- ☐ Date, True North, Legend
- ☐ Scale (not less than 1" = 200')
- ☐ Property Boundaries with Metes and Bounds
- ☐ Lot Numbers and Acreage
- ☐ Location of Monuments, which shall be set at all corners and angle points of the adjusted boundaries
- ☐ Existing Structures
- ☐ Building Envelopes and/or District Setbacks
- ☐ Rights of Way & Easements with Metes and Bounds
- ☐ Water Resource Overlay and Flood Hazard Overlay Zoning Districts
- ☐ A State of Vermont Wastewater System and Potable Water Supply Permit **OR** a determination from a licensed designer that the application meets the conditions of the State's BLA exemption under Section 1-304(9) of the Wastewater System and Potable Water Supply Rules.
- ☐ Other information Required by State Statute

State Permits: The Agency of Natural Resources has developed a tool called the Permit Navigator to help you determine what permits you may need for a project on a single parcel. Permit Navigator can be accessed at <https://dec.vermont.gov/permitnavigator>.

*Per Section 432 of the Westford Land Use and Development Regulations, within 180 days after the Administrative Officer approves an application, the applicant must record a final subdivision plat in the Town Land Records in accordance with Section 438 and must mark the adjusted boundary line (as applicable) in accordance with Section 316. If the applicant fails to do so within the 180-day period, the Administrative Officer's approval will be voided.