

# Town of Otsego

## Boundary Line Adjustment Policy

Boundary line adjustments may be approved by the Planning Board when an applicant proposes to transfer land to an adjoining property owner in such a way that no new lots are created. When such a boundary line adjustment is proposed, the Planning Board shall determine if the adjustment will adversely affect any property involved. If not, the Planning Board may waive the procedural requirements of major and minor subdivisions and allow the boundary line adjustment without further review.

Procedure:

1. Applicant submits application for boundary line adjustment by submitting a sketch plat, as defined in the Town's subdivision regulations.
2. The applicant also submits a copy of the deed for each property involved in the boundary line adjustment, and if both landowners are not present at the meeting a statement of authorization from the landowner or landowners who are absent.
3. The applicant also submits an unexecuted copy of the deed that will carry out the proposed property transfer. This deed must indicate that the proposed property can not be conveyed separately from the tract to which it is added unless resubmitted as a subdivision for review to the Town Planning Board.
4. The portion of the property to be transferred must be surveyed and that survey submitted to the Planning Board.
5. When these items have been submitted to the Planning Board, the Board shall review the materials and within 45 days either approve the boundary line adjustment or classify the application as a simple, major or minor subdivision. The Planning board may consult with the Town Attorney during this period, if necessary. No public hearing will be required.
6. If the boundary line adjustment is approved, the Planning Board Chair shall sign the "Boundary Line Acceptance Form" to allow the applicant to file the new deed and map with the County Clerk and the Otsego County Real Property Tax Service.
7. The fee for the application and review of a Boundary Line Adjustment is \$20.