

# Boundary Line Adjustment Checklist

## Town of Twisp Planning

### Administrator's Review (Required)

Date Received: \_\_\_\_\_ Date Certified: \_\_\_\_\_ Administrator's Initials \_\_\_\_\_

### Application Requirements

(Required to vest application and initiate review)

- Legal description of existing parcels involved
- Legal description of new parcel created
- Drawing -  Existing lot lines  New lot lines  Lot dimensions  Square footage  
 Existing structures or improvements  Infrastructure
- Surveyor's Stamp unless waived by Administrator
- Signature of all fee owners or authorized agents involved in BLA

### Required Prior to Final Approval

- Conveying Document (quitclaim or warranty deed)

### Review Criteria/Process

**1. Administrator checks the following to determine complete application (within ten days of application submittal):**

- No new parcels created.
- Character of parcels is not substantially altered.
- Area and dimensions are consistent with zoning requirements
- Adjustment of non-conforming lots do not result in more non-conformity
- New lot adjustment does not result in loss of access to public or private road.  
Access may be provided via an easement.
- Required fees paid

**2. If application is deemed complete, Administrator prepares Letter of Completeness for applicant and notice of application for newspaper and adjoining landowners. If incomplete, Administrator prepares Letter of Incomplete Application and provides to applicant.**

**3. Administrator provides copy of application and related materials to the following for their review and comment (comment period 10 days from notice of complete application)**

- Town Public Works
- Town Building Official
- Town Attorney
- Planner
- County Assessor (need their approval prior to Town approval)

**4. Once the comment period ends and all required signatures, deeds, etc. have been obtained, and comments have been addressed, the Administrator signs two original BLA forms and provides one original to application for filing with County Auditor. Application responsible for filing and must provide Town with copy of documents as filed with official recording information on copy.**