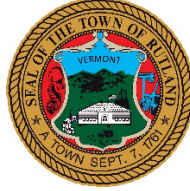


# *Town of Rutland, Vermont*

181 Business Route 4  
Center Rutland, VT 05736



V. (802) 773-2528  
F. (802) 773-7295

[www.RutlandTown.com](http://www.RutlandTown.com)

## *Planning Commission*

### **INSTRUCTIONS TO APPLY FOR A BOUNDARY LINE ADJUSTMENT**

The steps outlined are required to apply for approval of a boundary line adjustment.  
The applicant shall participate in all steps & meet with the Planning Commission as needed.  
This process may take 6 to 9 weeks.

Definition of a Boundary Line Adjustment: Any revision to a plat legally filed with the Town which creates no new building lots and which will have no impact on rights-of-way, roads, or other public facilities. A boundary adjustment shall not be considered a subdivision under these regulations.

[ Added 5-24-1999]

**PRE-REQUISITE – Approved mylars for all properties involved with the requested boundary line adjustment must already be on file with the Town of Rutland. If not the subdivision process must be followed.**

1. Applicant to read & comply with Town of Rutland Subdivision Regulation Ordinance.  
<https://rutlandtown.com/wp-content/uploads/2017/07/Subdivision-Regulations.pdf>
2. Applicant to complete Form # 1 “Application for Town of Rutland Boundary Line Adjustment” & Form #2 “Diagram of proposed changes to property lines”.
  - A. Applicant shall provide a cover letter, Form #1 and Form #2 along with any supporting documentation to the Town Administrator and \$50 payment for the permit fee.
  - B. Information will be put on agenda for a Planning Commission meeting & applicant will be notified when to attend, usually within 3 to 6 weeks.
  - C. Planning Commission will interview applicant & provide feedback on the application. Requirements for new plats will be communicated.
  - D. Applicant represents the Boundary Line Adjustment will not violate any existing land covenants or Act 250 permits.
3. Final plats will be signed after approval by Chairperson of Planning Commission if it meets all detailed requirements.
4. Final approved plats shall be filed *BY APPLICANT* with Town Clerk within 90 days of approval or such approval expires & applicant will be required to restart process.
  - A. A \$25 filing fee is required to be paid by applicant.

**NO PLATS RELATED TO A BOUNDARY LINE ADJUSTMENT  
CAN BE FILED WITH THE TOWN CLERK WITHOUT PRIOR  
PLANNING COMMISSION APPROVAL.**

181 Business Route 4  
Center Rutland, VT 05736



[www.RutlandTown.com](http://www.RutlandTown.com)

**FORM # 1**

*Planning Commission*

**APPLICATION FOR A BOUNDARY LINE ADJUSTMENT  
IN THE TOWN OF RUTLAND**

Owner Information Lot A

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Owner Information Lot B

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I certify I have read & shall comply with the Town of Rutland Subdivision Regulation Ordinance

Signature of Owner Lot A: \_\_\_\_\_ Signature of Owner Lot B: \_\_\_\_\_

Name & Address of all contiguous property owners of record

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THIS AREA FOR PLANNING COMMISSION USE ONLY**

Satisfactory Y/N

- |    |  |       |
|----|--|-------|
| 1. | Proposed changes to boundary lines   | _____ |
| 2. | Name & address of professional preparer  | _____ |
| 3. | Numerical and graphic scale of plan, date & north arrow  | _____ |
| 4. | Existing features & facilities including roads, public utilities & utility easements<br>wooded areas, structures, water courses, ledge, wet areas, excessively<br>steep slopes and rights-of-way | _____ |
| 5. | Location Map   | _____ |

Date received: \_\_\_\_\_ BLA number: \_\_\_\_\_ Ready for Hearing Y / N Hearing Date: \_\_\_\_\_

BLA Classification Approved: Y / N Additional Requirements: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**ACCEPTANCE OF THIS APPLICATION DOES NOT CONSTITUTE APPROVAL OF THIS  
PROPOSED BOUNDARY LINE ADJUSTMENT**

# Town of Rutland, Vermont

V. (802) 773-2528

F. (802) 773-7295

181 Business Route 4  
Center Rutland, VT 05736



[www.RutlandTown.com](http://www.RutlandTown.com)

**FORM # 2**

## Planning Commission

Total Acreage of Lot A Prior to Changes: \_\_\_\_\_

Total Acreage of Lot B Prior to Changes: \_\_\_\_\_

Total Acreage of Lot A After Changes: \_\_\_\_\_

Total Acreage of Lot B After Changes: \_\_\_\_\_

### **DIAGRAM OF PROPOSED CHANGES TO PROPERTY LINES**