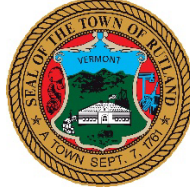


Town of Rutland, Vermont

181 Business Route 4
Center Rutland, VT 05736



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

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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. Applicable 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.**

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Planning Commission

FORM # 1

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

Owner Information Lot A

Owner Information Lot B

Name: _____

Name: _____

Address: _____

Address: _____

Phone Number: _____

Phone Number: _____

Email: _____

Email: _____

Map Slide #: _____

Map Slide #: _____

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
wooded areas, structures, water courses, ledge, wet areas, excessively
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: _____ rev 1.2025

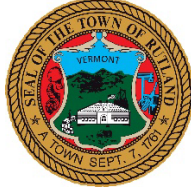
**ACCEPTANCE OF THIS APPLICATION DOES NOT CONSTITUTE APPROVAL OF THIS
PROPOSED BOUNDARY LINE ADJUSTMENT**

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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

