

TOWN OF RUTLAND

BOUNDARY / LOT LINE ADJUSTMENT APPLICATION

Administrative Boundary Adjustment | Municipal Town Hall, 181 Business Route 4, Center Rutland, VT 05736

Telephone: (802) 773-2528 | www.RutlandTown.com

ELIGIBILITY: This application is for an adjustment where no additional lot is created and no more than 0.5 total acre is transferred. A proposal outside those limits must use the applicable subdivision process.

1. Application Information

Application / Project Name	
Date Submitted	
Common Property Location(s)	
Surveyor / Firm	
Surveyor Phone and Email	

2. Parcel A: Conveying / Transferor Property

Owner(s) of Record	
Mailing Address	
Phone	
Email	
E-911 / Property Address	
Tax Map / Parcel Number	
Book and Page of Current Deed	

3. Parcel B: Receiving / Transferee Property

Owner(s) of Record	
Mailing Address	
Phone	
Email	
E-911 / Property Address	
Tax Map / Parcel Number	
Book and Page of Current Deed	

4. Adjustment Summary

Property	Area Before	Area Transferred	Area After
Parcel A			
Parcel B			
Total Area Transferred	N/A		N/A

Brief written description of the transfer and purpose of the adjustment:

Does this adjustment create an additional lot? ☐ No ☐ Yes

Is the total area transferred 0.5 acre or less? ☐ Yes ☐ No

Are both adjusted parcels contiguous along the boundary being revised? ☐ Yes ☐ No

5. Required Submission Materials

- ☐ \$100 Application fee.
- ☐ Surveyed plat prepared by a licensed land surveyor.
- ☐ Existing and proposed lot lines clearly identified.
- ☐ Total acreage of each lot before and after the adjustment.
- ☐ Names of adjoining landowners.
- ☐ Existing and proposed survey markers or monuments.
- ☐ Brief written description of the transfer.
- ☐ Current deeds for both affected properties.
- ☐ Draft deed or legal description for the area being transferred, if available.
- ☐ One digital copy of the application and plat.

Applicant Note: Approval does not merge parcels by itself or replace deed preparation, recording, title review, or other required municipal or state approvals. Approved plats must be filed and recorded in accordance with the applicable bylaw provisions.

6. Owner Certifications and Authorization

Each owner certifies that the information submitted is true and complete, authorizes municipal review of this application, and understands that incomplete or inaccurate materials may delay or prevent administrative approval.

Parcel A Owner Signature	Date
Printed Name	
Parcel B Owner Signature	Date
Printed Name	

Authorized Agent, if applicable: _____ Date: _____

Agent role / firm: _____

7. Administrative Officer Review - Municipal Use Only

Date Received		
Fee Received		
Application Number		
Reviewed By		
Status	Review Criterion	Notes
☐ Yes ☐ No ☐ N/A	No additional lot is created.	
☐ Yes ☐ No ☐ N/A	Total area transferred does not exceed 0.5 acre.	
☐ Yes ☐ No ☐ N/A	Surveyed plat shows existing and proposed lot lines.	
☐ Yes ☐ No ☐ N/A	Plat states acreage of each lot before and after adjustment.	
☐ Yes ☐ No ☐ N/A	Adjoining landowners are identified.	
☐ Yes ☐ No ☐ N/A	Survey markers / monuments are shown.	
☐ Yes ☐ No ☐ N/A	Written transfer description is included.	
☐ Yes ☐ No ☐ N/A	Plat satisfies applicable filing and recording requirements.	
☐ Yes ☐ No ☐ N/A	Application is complete.	

Administrative Determination: ☐ Approved ☐ Approved with Conditions ☐ Incomplete ☐ Does Not Qualify as an Administrative Boundary Adjustment

Conditions, deficiencies, or referral instructions:

Administrative Officer Signature: _____ Date: _____

Plat filing / recording date: _____ Map Slide / Book and Page: _____

NOTICE: Administrative approval is limited to the boundary / lot line adjustment shown in the approved materials. It does not authorize development, construction, land clearing, or a use that requires another permit.