

# Huntsville Town

## Boundary Line Adjustment Application

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

Applicant Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Brief Description of Proposed Boundary Line Adjustment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Parcel Owner's Permission for Boundary Line Adjustment Application

*The undersigned authorize this application for boundary line adjustment:*

Parcel Number(s): \_\_\_\_\_

Parcel(s) Owner Name: \_\_\_\_\_

Parcel(s) Owner Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Parcel Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title (Authorized Agent): \_\_\_\_\_

*The undersigned authorize this application for boundary line adjustment:*

Parcel Number(s): \_\_\_\_\_

Parcel(s) Owner Name: \_\_\_\_\_

Parcel(s) Owner Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Parcel Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title (Authorized Agent): \_\_\_\_\_

*(For Additional Parcel Owners Use Attached Sheet)*

### For Town Use:

Application Date: \_\_\_\_\_ Fees Paid: \_\_\_\_\_

\_\_\_\_\_  
Beckki Endicott, Town Clerk

**Huntsville Town Planning Commission**

- |  |   |
|--|---|
| <input type="checkbox"/> Recommended for Approval  | <input type="checkbox"/> Recommended for Conditional Approval |
| <input type="checkbox"/> Recommended for Rejection | <input type="checkbox"/> Deferred                             |

Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes/Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Huntsville Town Council**

- |                                   |   |
|-----------------------------------|---|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Conditional Approval |
| <input type="checkbox"/> Rejected | <input type="checkbox"/> Deferred             |

Mayor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes/Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Beckki Endicott, Town Recorder

Date: \_\_\_\_\_

**Boundary Line Adjustment Application Requirements:**

- The change in boundary lines does not result in the creation of a new lot or parcel.
- The change in boundary does not involve a recorded subdivision plat.
- The proposed change to a lot does not result in the creation of a parcel of size or shape that does not conform to all Town zoning regulations, site development standards, and uses as approved in Appendix One, Table 15-1 (Acceptable Uses by Zone). If the proposed change is to a legally existing nonconforming lot, the change may not perpetuate the nonconformity.
- The proposed change to a parcel does not result in changing a complying structure into a non-complying structure as a result of setbacks, proximity to other structures, use, landscaping, or any other land use requirement.
- The petition to change the boundaries must include signatures from representatives of each parcel affected by the boundary line adjustment.
- The subject parcels are the same zone.

**Submission Requirements & Process:**

- Completed & Signed Application Form
- Payment of Application Fee to Huntsville Town
- Legal descriptions of each parcel involved in the boundary line adjustment
- Copies of deeds reflecting the proposed property boundaries (not yet recorded)
- One 11x17 (or larger) drawing to scale of the existing plat showing all structures, fence lines, easements, driveways, and streets. Plats must include a measurement scale.
- One 11x17 (or larger) drawing to scale of the proposed plat showing all structures, fence lines, easements, driveways, and streets. Plats must include a measurement scale.
- Boundary Line Adjustment Applications (including all required documents) must be reviewed by the Huntsville Planning Commission and approved by the Huntsville Town Council.
- Once approved by the Huntsville Town Council, the boundary line adjustment shall be accomplished by recording the appropriate deeds with the County Recorder's Office.

**ADDITIONAL PARCEL OWNERS**

**Parcel Owner's Permission for Boundary Line Adjustment Application**

*The undersigned authorize this application for boundary line adjustment:*

Parcel Number(s): \_\_\_\_\_

Parcel(s) Owner Name: \_\_\_\_\_

Parcel(s) Owner Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Parcel Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title (Authorized Agent): \_\_\_\_\_

*The undersigned authorize this application for boundary line adjustment:*

Parcel Number(s): \_\_\_\_\_

Parcel(s) Owner Name: \_\_\_\_\_

Parcel(s) Owner Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Parcel Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title (Authorized Agent): \_\_\_\_\_

*The undersigned authorize this application for boundary line adjustment:*

Parcel Number(s): \_\_\_\_\_

Parcel(s) Owner Name: \_\_\_\_\_

Parcel(s) Owner Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Parcel Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title (Authorized Agent): \_\_\_\_\_

*The undersigned authorize this application for boundary line adjustment:*

Parcel Number(s): \_\_\_\_\_

Parcel(s) Owner Name: \_\_\_\_\_

Parcel(s) Owner Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Parcel Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title (Authorized Agent): \_\_\_\_\_