

**TOWN OF HALIFAX, VERMONT
BOUNDARY LINE ADJUSTMENT PERMIT**

(For Zoning Administrator Use Only) Zoning District: _____ Date Filed: _____
Number: _____ Parcel ID: _____ Approved Denied Date: _____
Fee Paid: \$ _____ Approval Conditions: _____
Denial Reasons: _____

Officer Signature: _____

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**To the Applicant:** Per Halifax Zoning Regulations, a boundary line adjustment is a method of adjusting boundaries of adjacent lots without creating an additional lot and which does not cause any parcel of land involved to become nonconforming. Boundary line adjustments shall be issued a Zoning Permit by the Zoning Administrator provided the following conditions are met:

- (1) The proposed adjustment is a minor realignment (does not involve more than one acre),
- (2) Will not impair access to any parcel,
- (3) Does not change substantially the nature of any previously approved subdivision,
- (4) All resulting lots satisfy all requirements of the districts in which they lie,
- (5) A diagram submitted to the Zoning Administrator shows the existing and revised lot boundaries.

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Planning Commission approval is required in all other circumstances (see Section 204 of the Halifax Zoning Regulations). **Upon completion of a Boundary Line Adjustment, landowners are encouraged to obtain and record new deeds for affected properties in the land records. (See end note **)**

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**APPLICANT INFORMATION:**

Applicant Name: \_\_\_\_\_ Phone # \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Local Contact, if not landowner: \_\_\_\_\_ Phone # \_\_\_\_\_

**PARCEL INFORMATION FOR THE PROPERTY TRANSFERRING ACREAGE:**

Parcel ID: \_\_\_\_\_ Landowner Name: \_\_\_\_\_  
Address of Property: \_\_\_\_\_

**PARCEL INFORMATION FOR THE PROPERTY RECEIVING ACREAGE:**

Parcel ID: \_\_\_\_\_ Landowner Name: \_\_\_\_\_  
Address of Property: \_\_\_\_\_

**DESCRIBE BOUNDARY LINE ADJUSTMENT:**

i.e. (Parcel ID: "A" is transferring X amount of acreage to Parcel ID: "B" for the purpose of...)

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

Attach a plot plan in two parts: existing conditions and proposed lots *drawn in dark ink that will photocopy*. The plan does not have to be professionally done, but must be easily deciphered and include a *scale*, indication of *north*, the original *parcel ID* and the following:

- Owner’s name, address and phone number
- Existing and proposed lot lines with dimensions, acreage, and frontage
- Location of existing structures and measures to proposed lot lines and road center
- Location and name of adjacent roads
- Location of streams, ponds, wetlands (if any)
- Location and dimensions of access or rights-of-way
- Location of septic and well (if any)

Subsequent to Zoning Administrator approval, if a new deed description of each lot is going to be submitted it shall be filed in the Halifax Land Records within 180 days of approval.

Signature of Landowner transferring acreage: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Landowner receiving acreage: \_\_\_\_\_ Date: \_\_\_\_\_

**FEE SCHEDULE**

Boundary line adjustments **\$30**

Make checks payable to: **Town of Halifax**

Submit this form, all necessary attachments, and fees to:

Zoning Administrator  
Town of Halifax  
PO Box 127  
West Halifax, VT 05358

Applications will be returned if incomplete. Your check will be retained pending resubmission. This will cause a delay.

Your permit will be acted on within 30 days of receipt. You are required to post the enclosed notice in a visible location from the nearest road for the 15-day waiting period.

***\*\* A Deed reflecting the Boundary line Adjustment is strongly encouraged. The benefit to each landowner involved is having a clean traceable title for the future when property is sold. It is strongly recommended by Attorneys to have the adjustment in a new deed. Without a deed, it will be harder and more time consuming for title searchers to establish a clean title for sale.***