



**Application Submittal Checklist for a  
BOUNDARY ADJUSTMENT (BDJ)  
Planning & Building Department  
Planning Division**

150 E Pearl Ave. | ph: (307) 733-0440  
P.O. Box 1684 | fax: (307) 734-3563  
Jackson, WY 83001 | [www.townofjackson.com](http://www.townofjackson.com)

**APPLICABILITY.** *This checklist should be used when submitting an application for a **Boundary Adjustment**. The purpose of the boundary adjustment process is to ensure that the adjustment of property lines results in property configurations that comply with the standards of the LDRs.*

**When is a Boundary Adjustment Application required?**

A boundary adjustment application is required in order to adjust the boundaries between lots, parcels, or tracts, and involves the division of a portion of one property so that the divided portion can be completely merged into an adjacent property. Situations in which a boundary adjustment is applicable are identified in Section 8.5.5.B.

**Do I need a Pre-Application Conference first?**

A Pre-Application Conference is not required prior to submittal, but an applicant may request a pre-application meeting to discuss the requirements and applicable regulations with Planning Staff. If a Pre-Application Conference is held, this checklist may be modified by staff to reflect the specifics of your project.

**What pre-submittal steps are required?**

The first step in review of a proposed boundary adjustment is approval of a Zoning Compliance Verification (ZCV) for the proposed configuration of each lot of record that would result from the boundary adjustment process. The information required to make a determination of zoning compliance is provided in the Boundary Adjustment ZCV Checklist. **An application for a boundary adjustment cannot be submitted until the required ZCV is approved.**

**FINDINGS FOR APPROVAL.** *The application shall include a narrative statement addressing each of the applicable Findings for Approval, found in **Section 8.5.5, Boundary Adjustment**.*

A boundary adjustment shall be approved upon finding that:

1. No additional lots of record are created; and
2. Each of the resulting lots of record complies with the zone in which it is located as approved through a zoning compliance verification; and
3. The applicability and required document provisions of this section are met; and
4. The application complies with all other relevant standards of these LDRs and other Town Ordinances; and
5. The application is in substantial conformance with all standards or conditions of any prior applicable permits or approvals.

**GENERAL INFORMATION.**

\_\_\_\_\_ **Title Report.** A title report, title certificate or record document guarantee prepared within the last six months that includes evidence of ownership and all encumbrances on the subject property. Copies of the documents referenced in the report should not be submitted unless requested by the planner during review. Applications for a Boundary Adjustment may be exempt from the requirement to include a title report, depending on circumstances. Check with the Planning Department for confirmation.

\_\_\_\_\_ **Narrative description of the proposed development.** Briefly describe the proposed boundary adjustment.

**REQUIRED RECORDED DOCUMENTS FOR INITIAL SUBMITTAL.**

**When submitting an application for a boundary adjustment between un-platted parcels, the applicant shall provide the following, pursuant to Section 8.5.5.C.:**

- \_\_\_\_\_ **Map of Survey.** A map of survey in the form established by Section 8.5.5.C.1.a.
- \_\_\_\_\_ **Conveyance of Parcels.** An instrument, to be recorded, which totally merges the divided portions and combines them into the adjoining parcels, so that no additional parcels are created, and such that the resulting parcels are established as single parcels for all purposes.

**When submitting an application for a boundary adjustment between platted lots or between a platted lot and an un-platted parcel, the applicant shall provide the following, pursuant to Section 8.5.5.C.:**

- \_\_\_\_\_ **Plat Map.** A new plat map, prepared in the form established in Subsection 8.5.5.C.2.a.
- \_\_\_\_\_ **Notice of Intent.** Evidence that the applicant has published a "Notice of Intent to Subdivide" once each week for 2 weeks within 30 calendar days prior to submitting this application, pursuant to Wyoming Statutes as amended.
- \_\_\_\_\_ **Conveyance of Platted Lots.** If there is more than one owner of the vacated portion of the plat, instruments conveying ownership of the individual lots or parcels resulting from the replat shall be provided.
- \_\_\_\_\_ **Conveyance of Unplatted Parcels.** An instrument acceptable to the Town Attorney and Town Surveyor shall be provided to establish a newly adjusted unplatted parcel.

***Applications for boundary adjustments between platted lots or between a platted lot and an un-platted parcel are subject to review by the Town Council at a public hearing. See Section 8.5.5 for a detailed description of the process. The additional submittal requirements listed below are applicable only to boundary adjustment applications involving a platted lot or lots.***

**PRE-HEARING PACKET SUBMITTAL.** *The following shall be delivered to the Planning Department no later than 9:00am the business day before the Town Council packets go out for the scheduled public hearing on the proposed subdivision plat or amendment:*

- \_\_\_\_\_ **Plat Map.** Six (6) 11x17 copies of the plat map and a letter from the surveyor identifying all corrections requested in the Departmental Reviews, for the Town Council packets. The map should be printed on paper, not mylar.

**HEARING SUBMITTAL.** *The following shall be delivered to the Planning Department no later than 9:00am the business day before the scheduled public hearing:*

- \_\_\_\_\_ **Mylar Plat Map.** The original mylar, fully signed and notarized, apart from the final signature required by the Town Council.
- \_\_\_\_\_ **Original Documents.** Signed and notarized original documents to be recorded with the plat.

**PRIOR TO RECORDING.** *Prior to recording of the plat and associated documents with the County Clerk, the following must be provided to the Planning Department:*

- \_\_\_\_\_ **Survey in digital format.** An Autocad compatible DXF or DWG file must be provided for all subdivision plats and maps of survey. The DXF or DWG file must include all boundary, lot, unit and easement lines of the subdivision or survey.
- \_\_\_\_\_ **Payment of Fees.** Payment of all fees associated with plat review, including technical review fees, neighbor notice fees, exactions, and/or required performance bonds or other financial assurances.