



Boundary Line Adjustment APPLICATION CHECKLIST

Town of Kremmling

The following checklist is based on the submittal requirements for a Boundary Line Adjustment pursuant to Section 16.11.030 of the Town of Kremmling Municipal Code. All necessary application materials shall be submitted and accepted as complete before any land use request is able to be processed as set forth in the Kremmling Municipal Code.

This checklist shall be filled out and submitted with a completed Land Use Application form and all required submittal items before the application can be deemed to be complete.

Project Name: _____ **Submittal Date:** _____

Applicant Name: _____

Applicant Phone: _____

Applicant E-Mail: _____

Applicant - check box in first column if document is included in application submittal.		Office Use Only		
		YES	NO	N/A
<input type="checkbox"/>	1. The application and review fee as set by resolution of the Board of Trustees Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2. Written consent to the proposed boundary line adjustment signed by the owners of all the properties affected or by their duly authorized agents Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	3. A vicinity map showing the general location of the affected properties Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	4. Scaled Site Plan Drawing: An eleven-inch-by-seventeen-inch or larger scaled site plan drawing showing the existing and proposed boundary lines, dimensions and bearings of the properties to be affected by the adjustment; the locations, dimensions and setback for all existing and proposed improvements, structures, easements and utilities; and the current zoning of the properties Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	5. The legal descriptions: Of the properties affected by the adjustment, describing such properties before and after the proposed, adjustment, and a legal description of the area subject to the adjustment Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	6. The proposed deeds or other instruments of conveyance to be uses to effectuate the adjustment, together with legal descriptions Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	7. A current title report: In the form of a title commitment indicating the current ownership and the encumbrances, if any, on the affected properties. The report shall have been issued within three months prior to submission of the application, and updated commitment shall be provided upon request Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	8. A certificate of taxes due: Or other evidence demonstrating that there are no overdue taxes on the affected properties Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	9. Certified mail return receipts: And copies of the letters from the owners to the holders of any mortgages or deeds of trust upon the properties evidencing the fact that the owners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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	<p>have sent a copy of the application to such holders and notified the holders of the requested boundary line adjustment</p> <p>Comments:</p>			
<input type="checkbox"/>	<p>10. other data and information: Such that Town staff reasonably determines necessary to conduct a review of the application. The applicant shall promptly comply with any requests to provide additional or supplemental information. The deadline for action on an adjustment application shall be automatically extended to reflect the submittal date of any additional or supplemental information.</p> <p>Comments:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMPLETENESS DETERMINATION *(Office Use Only):*

Reviewed by: _____		Date: _____			
Determination:	<input type="checkbox"/> Complete	<input type="checkbox"/> Complete, with conditions	<input type="checkbox"/> Not complete, resubmittal required		
Determination Comments:					