



TOWN OF WEST POINT
 COMMUNITY DEVELOPMENT DEPARTMENT
 P.O. BOX 152
 329 6th STREET
 WEST POINT, VA 23181
 (804) 843-3563 – phone (804) 843-4364 - fax
 www.west-point.va.us

**BOUNDARY LINE ADJUSTMENT AND
 VACATION OF LOT LINE APPLICATION**

Date Submitted: _____

Permit # _____

APPLICANT INFORMATION	
Full Name of Property/Structure Owner	
Mailing Address of Owner	
City, State, Zip	
Phone Number/Home/Work/Cell	
Fax Number	
E-Mail Address	
Name of Applicant if Different from Property Owner	

PROPERTY/SITE INFORMATION	
Physical Address (If Known)	
General Location (Lot #, Subdivision, Street)	

GENERAL INFORMATION	
Zoning District	
Tax Parcel Identification Number(s)	
Overlay District(s)	

The following items need to be shown on a Boundary Survey Plat prepared by a licensed surveyor or engineer. When filling out the following checklist, if an item is not applicable, the surveyor or engineer should indicate "NA" in the box. The staff will use this checklist to make sure the application is complete.

- Property lines of the existing parcel(s) with bearings and distances
- Property lines of the new lot(s) shown with bearings and distances
- Total area of all parcels before and after the adjustment
- Tax map numbers of all parcels
- Zoning of the property and approximate zoning line if multiple zoning districts
- Subdivision name if applicable
- North arrow, scale, date, and title
- Delineation of floodplain, wetlands, RPA, and RMA
- Locations and width of existing and proposed private access drives or easements, public rights-of-way, and roads including names approved.
- Setbacks for all existing structure(s)
- Surveyor's name, address, telephone number, and seal with certificate number
- Adjoining property owner's name(s), their page and deed book numbers, and tax map numbers
- Owner Certificate, Engineer or Surveyor Certificate of Approval, and a signature line for the agent's Approval.

Once a plat is approved by the Subdivision Agent, the plat shall be recorded in the Clerks

I hereby certify that the foregoing information and attachments are true and accurate to the best of my knowledge.

Applicant's Signature

Date

Owner's Signature

Date

HELPFUL TIPS
FOR COMPLETING YOUR BOUNDARY LINE ADJUSTMENT APPLICATION

What is a boundary line adjustment?

Section 54-4 of the Town of West Point Code, defines a boundary line adjustment as “To relocate, vacate, or otherwise alter the boundary line of any lot or parcel without creating additional building sites or parcels.

Need more information?

We highly recommend that you read Chapter 54 of the West Point Town Code to familiarize yourself with the requirements and restrictions that apply to boundary line adjustments. It is available in the Community Development office or online at: <http://www.municode.com/Resources/gateway.asp?pid=14396&sid=46>

Completing the Application Packet

Your tax map parcel number shall be located on your plat (drawing of your property), and is probably on your deed as well. Current zoning information may be found in the Community Development Office. Your surveyor will use the checklist on page 2 to create your Boundary Survey Plat.

Confused?

If you find yourself struggling to understand or complete the application, you may contact the Community Development office at (804) 843-3563. However, your situation may require the assistance of a licensed attorney. The Town of West Point employees MAY NOT provide legal advice or assistance.