



## **Boundary/Lot Line Adjustment Requests**

Boundary/Lot Line Adjustments applications go to a public hearing of the Bayfield Planning Commission for recommendation & are then submitted to the Bayfield Town Board for public hearing, consideration & decision.

### **Applicant responsibilities are as follows:**

- *The application must be submitted to the Town of Bayfield at least 30 days before a desired Planning Commission Meeting.*
- *The applicant must supply a development permit application, a copy of the deed to the property documenting the owners & any encumbrances owed, & a written legal description of the property.*
- *The applicant must supply a narrative explaining the reason for the lot line adjustment and addressing all issues concerning the lot line adjustment.*
- *The applicant must supply the Town with 21 copies of the proposed site plan & narrative to be sent to agencies for comment (at the time of submittal if required by the Land Use Administrator).*
- *The applicant must send a notice via certified mail to all adjacent property owners within 200 square feet of the proposed lot line adjustment address & provide proof of mailing and a mailing list to the Town of Bayfield before the date of the public hearing.*
- *The applicant must supply the Town with 13 copies of the proposed site plan & narrative by the Thursday before the meeting. These will be given to the Planning Commission for consideration at the public hearing.*
- *The applicant must supply the Town with an additional 13 copies of the proposed site plan & narrative by the Thursday before the Town Board meeting. These will be given to the Town Board for consideration at the public hearing.*

### **Town of Bayfield responsibilities are as follows:**

- *The Town of Bayfield shall notify the applicant that the project has been officially filed.*
- *The Town of Bayfield will advertise the proposed lot line adjustment 15 days prior to the Public Hearing.*
- *The Town of Bayfield will send the proposed lot line adjustment to all pertinent agencies for comments within 5 days of receipt of the application (if needed).*

- *The Town of Bayfield shall provide a written staff report containing an analysis of the request which will be ready for review on the Friday before the scheduled the Planning Commission Meeting & the Town Board Meeting. This staff report will be used by the Planning Commission & the Town Board to make their determination on the project.*

**Planning Commission responsibilities are as follows:**

- *The Planning Commission will consider the application, the staff report & any materials and public testimony submitted at the public hearing.*
- *The Planning Commission shall by motion recommend to the Town Board approval, approval with conditions, or denial of the application for the variance.*

**Town Board responsibilities are as follows:**

- *The Town Board shall hold a public hearing & consider the physical arrangement of the project, the recommendations of the Planning Commission & any public testimony.*
- *The Town Board shall by motion approve, conditionally approve, continue, or deny the request.*

*Once approval has been received from the Town Board for the project the Town of Bayfield will send a decision letter to the applicant documenting the decision made by the Town Board, any conditions that must be met, and a copy of the meeting minutes. The lot line adjustment approval is only valid for 90 days from the approval date. The plat must be recorded with the La Plata County Clerk & Recorder before the 90 day expiration date.*

The Lot Line Adjustment process is documented in Section 3-4 (2) of the Bayfield Land Use Code. (Pages 19 - 22)  
(A Lot Line Adjustment is considered a Short Procedure. Ref: Section 3-5 (1) D. page 25)