



## Department of Planning and Zoning

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### COA Level III Lot Line Adjustment Checklist

Use this checklist for all applications for zoning permits for Lot Line Adjustments and Mergers - See [Sec. 3.2.2\(e\)](#) of the Zoning Ordinance. Submission requirements include materials required for a COA Level II application and other requirements under Articles 10 or 11 of the Ordinance.

**Please note: a full application shall be submitted for each property that is being adjusted with a separate application form and fee and copies of the letter and plans as above.**

In order for your application to be considered complete, the following information **must** be provided as applicable:

- A completed application form, signed by the property owner;
- The application fee of \$100, in cash or check (no cards). Checks to be made out to the 'City of Burlington'. (There will also be a \$39 fee to request the Final Certificate of Occupancy when the project is complete, if requested within the two year time limit);
- Photographs of the subject property, showing the location of the project (and neighboring properties if applicable);
- A letter requesting review and approval of a lot line adjustment, giving the names and address of property owners;
- Two (2) copies of a lot line adjustment plat (with an additional copy at 11x17 size) . The plat shall be prepared by a Vermont licensed land surveyor and indicate all lots that are proposed to be modified as a result of the proposed lot line adjustment. The survey shall be sufficient to clearly indicate the area, metes, bounds, and ties of each of the affected lots. The survey shall include all structures and site improvements and delineate all building/structure setbacks, lot coverage, parking spaces and any other details as may be specified by the Administrative Officer.