

BOUNDARY LINE ADJUSTMENTS FILING INSTRUCTIONS

IN ORDER TO FILE AN APPLICATION FOR A BOUNDARY LINE ADJUSTMENT PLAT, THE APPLICANT SHALL:

1. Submit a complete and signed General Application.
2. Provide one (1) copy of the Boundary Line Adjustment Plat and provide all other information and documents to be submitted, as required by the Manhattan Urban Area Subdivision Regulations. After any corrections, at least one (1) signed mylar copy of the Boundary Line Adjustment shall be submitted for filing.
3. The Boundary Line Adjustment Plat shall be prepared on 24 by 36 inch readable and reproducible paper.
4. Submit a copy of a Certificate of Title indicating current ownership for both lots.
5. Submit tax receipts indicating that taxes are paid and up to date for both lots.
6. Register of Deeds filing fees shall be paid by the applicant. After the Boundary Line Adjustment Plat is approved, City Administration will advise the applicant of the appropriate amount to submit and the check must be made out to the Riley County or Pottawatomie County Register of Deeds, as applicable.
7. The Boundary Line Adjustment Plat shall contain all of the information as required by a Final Plat, where applicable, including structures that may be affected by the lot line adjustment. Please contact the Community Development Department, prior to submittal.
8. The following certificates are to be shown on a Boundary Line Adjustment Plat:
 - a. City Certification
 - b. Owner's Certificate
 - c. Notary Certificate
 - d. Surveyor's Certificate

Example certificates may be obtained from the Community Development Department.

A completed application form, signed by all owners of record, and supporting documents must be submitted before approval of a Boundary Line Adjustment Plat. If you have any questions about the application, or the information required to be submitted, please contact the Community Development Department, prior to submittal of the application. Prior to making any improvements, it is the applicant's responsibility to contact Code Services (587-4506) to determine applicable building and fire codes, if a building permit is needed.

THE APPLICANT IS STRONGLY ENCOURAGED TO CONTACT THEIR LENDING INSTITUTION AND THE APPLICABLE ABSTRACT AND TITLE INSURANCE COMPANY TO DETERMINE ANY ADDITIONAL COSTS AND PROCEDURES THAT MAY BE REQUIRED IN ADDITION TO THIS APPLICATION. IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE THAT THOSE CONTACTS ARE MADE PRIOR TO FILING THE APPLICATION WITH THE CITY.