



City of Englewood
 Community Development Department
 1000 Englewood Parkway
 Englewood, CO 80110
 303-762-2342
 englewoodgov.org

**BOUNDARY LINE ADJUSTMENT
 CHECKLIST**

Only **complete** applications will be accepted.
 Please use the following Checklist to complete your application.

Applicant ✓	City ✓	Checklist Items
		Pre-application meeting with Community Development held on:
		Application Form
		Completed Checklist (this form)
		Letter of Authorization (if applicant is not the property owner)
		Written statement describing nature of the boundary line adjustment
		Legal Descriptions of the existing parcels
		Legal Descriptions of the proposed parcels after the Adjustment (Note: Additional parcels may not be created through a Boundary Line Adjustment)
		Fees
		Application Fee (payable to City of Englewood) \$100.00 (Non-Refundable)
		Recording Fee (payable to Arapahoe County Clerk) \$ TBD (Due at recording)
		Site Plan:
		Maximum Size: 24" X 36" FOLDED
		Number of copies for initial submittal: 10
		Include the following items on the site plan:
		Written and graphic scale
		North arrow
		Property address
		All buildings and structures on the property
		Dimensions of setbacks from existing and proposed property lines to all buildings or structures
		Other Documents: Provide 1 copy of any special agreements, easements, conveyances, restrictions or covenants governing the property
		Additional material/information as requested by City Manager or Designee
Note:		Additional copies will be required for: <ul style="list-style-type: none"> ▪ Resubmittals ▪ Outside agency referrals

Avoid delays - Submit a complete application!