



APPLICATION FOR LOT LINE ADJUSTMENT

Community Development Department

100 N. Appleton St.

PH: 920-832-6468

Appleton, WI 54911

FAX: 920-832-5994



Stamp date received

PROPERTY OWNER(s)	APPLICANT (owner's agent)
Name(s)	Name
Mailing Address	Mailing Address
Phone	Phone
E-mail	E-mail

PROPERTY INFORMATION	
Property Tax # (31-0-0000-00)	
Site Address/Location	
Separate legal descriptions of each existing lot(s) included in the lot line adjustment *Please submit an electronic copy of Plat of Survey and the legal description in Microsoft Word format.	
Separate revised legal descriptions that accurately reflect the new legal descriptions of the proposed lots as they will exist after the lot line adjustment is recorded. *Please submit an electronic copy of Plat of Survey and the legal description in Microsoft Word format.	
Current Zoning	Proposed Zoning
Current Uses	Proposed Uses
Impervious surface coverage for each lot based upon the proposed lot line adjustment	

PLEASE STATE REASON(S) FOR LOT LINE ADJUSTMENT REQUEST

Date	Owner/Agent Signature (Agents must provide written proof of authorization)

OFFICE USE ONLY	
FILE # _____	<input type="checkbox"/> Approved <input type="checkbox"/> Conditionally Approved <input type="checkbox"/> Denied Community Development _____
Comments/Conditions: _____	
Fee \$30.00	Acct #PWZNIG Receipt # _____ Date Paid ____/____/____ Date Filed ____/____/____

Summary of Lot Line Adjustment Requirements and Process

The owner/applicant shall consult with the Community Development Department staff prior to submittal of an application for the approval of a lot line adjustment to review the process, Municipal Code regulations and fees.

Use of a Lot Line Adjustment Application. A Lot Line Adjustment is an adjustment or relocation of property line(s) between adjacent lots that does not result in the creation of additional lots, from what was originally platted or mapped. The Director of Community Development has the discretion of requiring a certified survey map if the lot line adjustment involves unplatted land and/or has a complicated metes and bounds description.

The owner/applicant shall submit the following information to the Community Development Department:

1. A completed application form and \$30.00 review fee, check payable to the City of Appleton (mailed or dropped off at City Hall – 5th Floor).
2. The following items submitted via email:
 - a. PDF copy of the application form.
 - b. PDF and AutoCAD file of the plat of survey.
 - c. Separate legal descriptions of each existing lot(s) included in the lot line adjustment.
 - d. Separate revised legal descriptions that accurately reflect the new legal descriptions of the proposed lots as they will exist after the lot line adjustment is recorded.

The lot line adjustment will be administratively reviewed by City staff for compliance with all applicable local regulations including Chapters 17 and 23 of the Municipal Code, any official mapping ordinances, the Comprehensive Plan for the area and Chapter 236 of the Wisconsin State Statutes.

The owner/applicant of a Lot Line Adjustment shall be responsible for the following:

1. Installation of new lot corners monumented in accordance Section 236.34(1)(b), Wisconsin State Statutes, except that newly placed monuments shall be at least 24 inches in length weighing not less than 1.13 lbs/lineal foot set.
2. Special assessments and taxes, which must be paid to the City of Appleton Finance Department prior to final approval of the Lot Line Adjustment application.
3. All recording fees.
4. Recording the deed or other appropriate instrument (including the plat of survey attached as an exhibit) with the County Register of Deeds within 12 months of the Community Development Department's written approval date.
5. Providing the Community Development Department with one recorded PDF copy of the deed or instrument and the plat of survey exhibit. This will constitute final City approval of the lot line adjustment.