

Office Use Only		\$	
	<i>Date Filed</i>	<i>Fee</i>	<i>Application Number</i>



JOHNSON COUNTY, IOWA

APPLICATION FOR: BOUNDARY LINE ADJUSTMENT (BLA)

Application is hereby made for approval of a Boundary Line Adjustment between the following properties, in accordance with chapter 8:2.5.E.3 of the Johnson County Unified Development Ordinance:

Existing Parcels or Lots:

Address 1: _____ PPN: _____

Current Zoning: _____ Total acreage being sent and/or received by this parcel/lot: _____

Address 2: _____ PPN: _____

Current Zoning: _____ Total acreage being sent and/or received by this parcel/lot: _____

Proposed Adjustment:

Auditor's Parcel (AP) Number(s) of New Parcel(s): AP _____ AP _____

The undersigned affirms that the information provided herein is true and correct. If applicant is not the owner, applicant affirms that the owner(s) of the property described on this application consent to this application being submitted, and said owners hereby give their consent for the office of Johnson County Planning, Development, and Sustainability to conduct a site visit and photograph the subject property.

Applicant 1 Name

Applicant 2 Name

Applicant Street Address (including City, State, Zip)

Applicant Street Address (including City, State, Zip)

Applicant Phone

Applicant Phone

Applicant Email

Applicant Email

Applicant Signature

Applicant Signature

[See back page for Application Submittal Requirements and Checklist](#)

[Applications should be emailed to planning@johnsoncountyiowa.gov](mailto:planning@johnsoncountyiowa.gov) and delivered to the Planning, Development and Sustainability Office (913 South Dubuque Street, Iowa City, IA 52240)

The following items must be submitted for the application to be complete. Incomplete applications will be returned and will not be considered until the next submission deadline. Once submitted, county staff will review the materials and request revisions (if necessary). Once all revisions and outside reviews have been received, the Zoning Administrator will make the final determination to approve or deny the Boundary Line Adjustment.

If working with an engineer who can provide CAD or GIS line work, electronic submissions should be submitted in accordance with the PDS department’s electronic submission guidelines (see below). Preference is that electronic submission is provided prior to hard copy submission.

Initial each empty box below to ensure you included all necessary information in the appropriate form for an application to be considered complete. Some items may require both electronic and physical copies.

Item Required	Electronic Copy (PDF unless otherwise noted)	Hard Copies (number specified)
Application Fee (\$100)		(1)
This application form with all information completed		(3)
Brief cover letter explaining the proposed boundary adjustment		(2)
The boundary survey prepared by a land surveyor licensed in the State of Iowa, which must meet the following criteria: <ul style="list-style-type: none"> • All information required by Chapter 354 of Iowa Code (as amended). • The location of all existing buildings, proposed or existing access for both existing lots, and all existing easements (if any) including but not limited to access, utility, septic, etc. as appropriate. • Fence Agreements (if applicable). • Any other information requested by the Zoning Administrator. 		(4)
CAD line work, following the guidelines below		
The following deeds: <ul style="list-style-type: none"> • A deed showing transfer of the Auditor’s parcel from the sending parcel to the receiving parcel. • A deed showing the new combined description of the receiving parcel and the auditor’s parcel. 		(2)

Electronic Submission Requirements for CAD line work:

- Must be in AutoCAD 2017 or older and .dwg format (.dxf is also acceptable, no .zip files will be accepted).
- Submissions must use Coordinate System: NAD_1983_StatePlane_Iowa_South_FIPS_1402_Feet
- If applicable, submission should include information for Sensitive Areas Analysis/Mapping and Stormwater/Soil Erosion Control infrastructure on the site. This includes any limits of disturbance or other impact areas.
- Submission should NOT include legends, legal descriptions, location maps, signature blocks, etc.