



**Lot Line Adjustment (LLA)
OpenGov Application
Checklist**

- **Proof of Proprietary Interest**

A proprietary interest is a property right; an interest held by a property owner. This can be in the form of a Warranty Deed or Affidavit of Legal Interest from the Property owner.

- **Vicinity Map (8 1/2" by 11")**

Showing the location and current zoning of the property as well as zoning districts and land uses of adjacent properties

- **Legal Description and survey of the existing and proposed property boundaries**

Including descriptions of each underlying zoning district, if multiple underlying districts are included. **LEGAL DESCRIPTION MUST BE IN WORD DOC FORMAT.**

- **List of Mailing Addresses**

A list of the mailing addresses of all property owners of record, obtained from tax records, which are within 300' of the external boundaries of the land in question.