



# *Planning and Zoning Commission*

## *Town of Lebanon*

579 Exeter Road, Lebanon, Connecticut 06249  
(860) 642-6028, Fax (860) 642-2022

### **CERTIFICATE OF COMPLIANCE For BOUNDARY LINE RECONFIGURATION**

**Boundary Line Reconfiguration:** A change in the location of an existing property line in a manner that does not create an additional lot and provided that it does not create a lot or condition that violates the dimensional requirement outlined in Section 5.2 of the Lebanon Zoning Regulations or increases any existing lot nonconformities with the dimensional requirements outlined in Section 5.2 of the Lebanon Zoning Regulations.

#### **Instructions**

A Certificate of compliance must be obtained prior to filing a map showing a boundary line reconfiguration, whether the reconfiguration involves land that is part of an approved subdivision or land that has not been subject to the subdivision process to date.

#### **Procedure:**

1. Obtain a copy of the street card from the Assessor's Office and a copy of the current property deeds from the Town Clerk's Office.
2. Provide documentation indicating that the boundary line reconfiguration will not create a non-conforming situation on the adjoining parcel.
3. Submit copies of all documents, the completed Certificate of Compliance application and a **\$50 fee** to the Land Use Secretary, payable to Town of Lebanon.
4. The Land Use Agent will then review all documentation submitted and the Certificate of Compliance will be issued provided all information is confirmed.

Once the Certificate of Compliance is approved and issued, the owner (or his designated agent) must:

- a. File one set of red-line mylar map(s) in the Town Clerk's Office.
- b. File one set of red-line mylar map(s) **AND** two paper copies of the map(s) in the Land Use Office.
- c. Submit one copy of the new property description to the Land Use Office.

**Please note:** No transfer of title/ownership occurs until deeds are recorded with the Town Clerk.



TOWN OF LEBANON  
PLANNING & ZONING COMMISSION  
**APPLICATION FOR CERTIFICATE OF COMPLIANCE**  
**for BOUNDARY LINE RECONFIGURATION**  
FOR OFFICE USE ONLY

Application # <b>PZ-</b> -	Application Fee: _____
Date Submitted: _____	Date Paid: _____
Action/Date: _____	Cash: _____ Check: # _____

Application is hereby made for a Certificate of Compliance for the property described below for the purpose of: **Boundary Line Reconfiguration.**

Exact Location of Property:

Street Address (include street number): \_\_\_\_\_

On the (circle one) NORTH SOUTH EAST WEST side of the above street and distant about \_\_\_\_\_ fee (circle one) NORTH SOUTH EAST WEST of the intersection of \_\_\_\_\_ Street.

Current Parcel Size: \_\_\_\_\_ acres. Proposed parcel size: \_\_\_\_\_ acres.

Assessor's Map/Parcel #: \_\_\_\_\_ Zone: \_\_\_\_\_

Volume: \_\_\_\_\_ Page: \_\_\_\_\_ Prior Subdivision approval? \_\_\_\_ Yes \_\_\_\_ No

If yes, state name of subdivision, subdivision lot number and date of approval: \_\_\_\_\_  
\_\_\_\_\_.

**A survey map prepared to A-2 standards showing existing and proposed lot lines must accompany this application.**

Owner's Signature (required)	Date
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Owner's Name (please print)	Phone #
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Agent's Signature	Date
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Agent's Name (please print)	Phone #
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Mailing Address \_\_\_\_\_

Application: \_\_\_\_\_ Approved \_\_\_\_\_ Denied Date: \_\_\_\_\_

If denied, state reason: \_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
Land Use Agent

## CERTIFICATION

I HEREBY CERTIFY THAT I HAVE RESEARCHED THE Lebanon Land Records concerning the below described property:

Exact location of property:

Street Address (include street number): \_\_\_\_\_  
 On the (circle one) NORTH SOUTH EAST WEST side of the above street and distant about  
 \_\_\_\_\_ feet (circle one) NORTH SOUTH EAST WEST of the intersection of  
 \_\_\_\_\_ Street.

Parcel size: \_\_\_\_\_ acres. Assessor's map/parcel #: \_\_\_\_\_ Zone: \_\_\_\_\_  
Deed volume: \_\_\_\_\_ and Page: \_\_\_\_\_

Name of person completing form (please print)	Date
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Signature of person completing form \_\_\_\_\_ Phone number of person completing form \_\_\_\_\_

Interest in property: \_\_\_\_\_owner \_\_\_\_\_Attorney \_\_\_\_\_Other (please specify)\_\_\_\_\_