

TOWN OF JACKSON PLANNING BOARD

BOUNDARY LINE ADJUSTMENT CHECKLIST

These are the general steps for completing a Boundary Line Adjustment (BLA) in the Town of Jackson. Read carefully.

1. Present your plan to Planning Board _____

2. Applicant presents the BLA on a map
a. If the Board confirms a BLA, the Chair of the Board will give further instructions. _____

3. The applicant has 60 days to complete the following:

NOTE: If this step is not completed within 60 days, the BLA will become null and void.

➤ Request 10-year tax search from the Washington County Treasurer's Office _____
Fee: \$20.00. This request takes 3-5 business days.

To save a trip the County Treasurer's office, you can mail the fee along with a letter to:
Washington County Treasurer
383 Broadway, Municipal Building B
Fort Edward, NY 12828

The letter should state the following:

- Request for 10 year tax search;
- Who is requesting the search;
- Who the property is assessed to;
- Tax map number;
- Description of the property (street name and number – if known); and
- Who to mail the information to back to you or who to call for pick up at Treasurer's office and provide a reliable phone number.

➤ Once you have the results of the tax search, THEN you can go to _____
Real Property Tax Service Office (Municipal Building B) to obtain the Real Property Certification which they can do while you are present.

| | | |
|------|-----------|----------|
| Fee: | 1-3 lots | \$25.00 |
| | 4-9 lots | \$50.00 |
| | 10 + lots | \$100.00 |

➤ File the map at the Washington County Clerk's Office (Municipal Building A) _____
Fee: \$10.00

This department will need the following:

- 10-year tax search
- Copy of paid taxes
- Real Property Certification
- Stamped, signed and dated map on Mylar (from Step #8b)
- Surveyors Seal (signed)
- Surveyors Certification (signed) – this can be on map or letterhead

4. The County will send a letter to Planning Board Clerk stating date and map number.
