

# **TOWN OF JACKSON PLANNING BOARD BOUNDARY LINE ADJUSTMENT CHECKLIST**

**(updated October 2020)**

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

1. The applicant shall complete and file an application and survey map with the Planning Board Clerk no less than seven day prior to the Planning Board meeting. (four copies plus original).
2. The Planning Board shall review the application and confirm that the proposed action is exempt under this section of the subdivision regulations.
3. The Planning Board may impose conditions which it deems appropriate upon the confirmation of the exemption, but only subject to the approval of the Town Board.
4. There shall be no fee for an application filed seeking an exemption, but the applicant shall reimburse the Planning Board for any or all sums actually incurred by the Board.
5. Once a decision is made by the Planning Board, the applicant has 60 days to complete the following or the BLA will become null and void.

- Request 10-year tax search from the Washington County Treasurer's Office  
Fee: \$20.00/per parcel. 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
6. Once the map is filed at the County Clerk's office, it will send a letter to Planning Board Clerk stating date filed and tax map number.
  7. Upon receiving the tax map number, the Planning Board Clerk will mail a copy of the county's letter to the applicant with a Tax Parcel Combination form.
  8. The applicant completes the Tax Parcel Combination form and contacts the Assessor Chair for his/her approval and signature.
  9. The applicant sends the form to:  
Washington County Real Property Tax Services  
383 Broadway, Municipal Building B  
Fort Edward, NY 12828

**NOTE: In a boundary line adjustment, no new lot is created as per the Town of Jackson Subdivision Regulations. However, Washington County does not recognize boundary line adjustments and treats them as a subdivision thus requiring steps #5 & 6. This is the reason a tax parcel combination form MUST be completed as a final step.**