

THIS PAMPHLET OUTLINES THE PROCESS FOR BOUNDARY ADJUSTMENTS IN THE TOWN OF WARRENTON. THIS IS A GENERAL GUIDE FOR THE OWNER/BUILDER. PLEASE CONSULT SECTION 2-14 OF THE SUBDIVISION ORDINANCE FOR MORE INFORMATION.

Boundary Adjustment

The sale and exchange of parcels between adjoining lot owners, and boundary adjustments as may be required, are permitted and can be approved by the Planning Director without approval by the Planning Commission or Town Council, subject to all the following conditions:

- a. The sale or exchange does not create an additional building lot, a public or private street, or any other public improvement.
- b. The sale or exchange does not leave a parcel that does not conform to the lot size requirements of the zoning district in which the property is located.
- c. The applicant submits 3 copies of a duly executed survey of the property, in conformance with the submission requirements for final plats set forth in this Ordinance and suitable for recordation in the Circuit Court Clerk's office, with notation indicating the amount of acreage exchanged and that no new building lot is

created.

- d. The applicant submits a copy of the new deed for review and approval.

Fees: The fee for processing a boundary adjustment shall be established by the Town Council by resolution. Please ask a staff member for a current fee schedule.

SUBMITTED BOUNDARY LINE ADJUSTMENTS MUST INCLUDE PAYMENT OF REVIEW FEES.

FOR FURTHER INFORMATION AND ADDITIONAL HELP PLEASE CONTACT:

**The Department of Planning and
Community Development
18 Court Street
Warrenton, VA 20186
(540) 347-2405
Monday-Friday: 8:00 a.m. - 4:30 p.m.**

**TOWN OF WARRENTON BOUNDARY
ADJUSTMENT PROCESS**

1. **Submit a duly executed survey of the property along with a new deed for review and approval.**
2. **Along with the survey, submit a Town of Warrenton Land Development Application.**
4. **Pay review fees.**

***Contact the Department of Planning and Community Development if you need any assistance.**

BOUNDARY ADJUSTMENTS



**A STEP BY STEP PROCESS
FOR BOUNDARY
ADJUSTMENTS**

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**PREPARED BY:
THE DEPARTMENT OF
PLANNING AND COMMUNITY
DEVELOPMENT**