



## EVANSVILLE-VANDERBURGH COUNTY AREA PLAN COMMISSION

1 N.W. Martin Luther King, Jr. Blvd Evansville, IN 47708  
Room 312 Civic Center Complex  
Phone (812) 435-5226 Fax (812) 435-5237

### EVANSVILLE-VANDERBURGH AREA PLAN COMMISSION

[www.evansvilleapc.com](http://www.evansvilleapc.com) (812)435-5226

## PROCEDURES FOR FILING LOT LINE ADJUSTMENTS

STEP 1. PRE-FILING CONFERENCE – THE APPLICANT SHOULD HAVE A CONFERENCE WITH THE AREA PLAN EXECUTIVE DIRECTOR AND/OR STAFF PRIOR TO FILING THE LOT LINE ADJUSTMENT.

STEP 2. ITEMS NEEDED TO FILE

- A. ONE COPY OF A PLAT OF THE PROPOSED LOT ADJUSTMENT SHOWING THE ADJUSTED PORTION(S) OF THE SUBDIVISION AND THE AFFECTED LOTS TO BE CHANGED. (A SURVEY MAY NOT ALWAYS BE REQUIRED)
  1. CURRENT PARCEL ID NUMBERS
  2. CURRENT ADDRESSES
  3. CURRENT OWNERS
  4. SHOW ACREAGE OF ADJUSTED PARCELS
  5. SHOW ALL ABUTTING STREETS
- B. COPIES OF THE PROPOSED DEEDS OR LEGAL DESCRIPTIONS. THIS SHOULD INCLUDE A TRANSFER DEED OF THE ADJUSTED PART(S), A REMAINDER DEED PARCEL(S) AND A COMBINATION DEED PARCEL(S). THE NUMBER OF DEEDS WILL VARY WITH OWNERSHIP AND NUMBER OF LOTS TO BE ADJUSTED.
- C. FILING FEE

STEP 3. REVIEW – AFTER REVIEWING THE PLAT AND DEEDS STAFF WILL NOTIFY APPLICANT IF APPROVED OR ANY CHANGES THAT ARE REQUIRED.

STEP 4. RECORDING

- A. BRING FINAL DEEDS AND PLAT TO AREA PLAN COMMISSION TO BE STAMPED FOR RECORDING.
- B. RECORD DEEDS AND PLAT. (CONTACT COUNTY RECORDER'S OFFICE FOR FEES AND OR FORMS)
- C. SUBMIT COPIES OF THE DOCUMENTED RECORDED DEEDS AND PLAT TO AREA PLAN COMMISSION