

## **BOUNDARY LINE ADJUSTMENT / MERGER PROCEDURE**

Miami County Planning Department  
201 S. Pearl St./Suite 201  
Paola, Ks 66071  
(913) 294-9553

This sheet summarizes the steps involved in obtaining a boundary line adjustment in unincorporated Miami County, Kansas. Please refer to Article 4 (Boundary Line Adjustments & Mergers) of the Miami County, Kansas Subdivision Regulations for specific requirements. If you have any questions regarding this procedure, contact the Planning Office during the hours of 8:00 a.m. through 4:30 p.m., weekdays.

1. Review the proposed adjustment with County staff

2. Prepare a Certificate of Survey

Request a Certificate of Survey to be prepared by a licensed Surveyor, showing the boundary line adjustment(s) with new legal descriptions of each affected property. All adjustments must comply with the requirements listed in the Miami County, Kansas Subdivision and Zoning Regulations, including road frontage and minimum size and area requirements of the zoning district in which said tracts or parcels are located, and minimum setbacks for existing structures.

Per State Statute and County Resolution, all surveys dividing property in Miami County Kansas must be approved by the County Surveyor prior to recordation. Please forward electronic copies of the survey to Dick Weiss at [rweiss@micoks.net](mailto:rweiss@micoks.net). Please forward a "hard copy" of any survey measuring 24" x 36" or greater to Dick Weiss, 201 S. Pearl, Suite 203, Paola, KS 66071. Mr. Weiss can be reached by phone at 913-294-4377. Once the County Surveyor's review has been completed, please submit the **original** Certificate of Survey with appropriate review fees to the County Surveyor for approval.

The Certificate of Survey shall show the following:

1. Boundaries, dimensions and descriptions of all lots, parcels or tracts included within the boundary line adjustment.
2. Location of existing easements and utilities.
3. Signatures of the owner(s).
4. Legal descriptions of the properties.
5. Signature of the County Surveyor and a signature block for the Planning Director for approval.

3. Application

Requests for boundary line adjustments shall be made by the owner(s) of the land, or their authorized agent or representative, on an application form provided by the County Planning Department. The application shall include ALL of the following (**incomplete applications will not be accepted**):

- A. Two (2) original size **copies** and (1) reduced copy (8½” x 11”) of the Certificate of Survey described above or, in the case of a merger (if a survey was not necessary), two (2) copies of a metes and bounds description of the perimeter boundaries prepared by a licensed surveyor or title company.
- B. One copy of the current deed for all affected properties.
- C. A separate exhibit showing the dimensions of all existing structures, wastewater disposal systems (including lateral fields) and ponds, and their locations with respect to the existing and proposed lot or parcel lines. A signed affidavit by the owner(s) verifying the accuracy of this exhibit shall be included with this exhibit (see attached affidavit). If no such structures or facilities exist on the property, the owner(s) shall submit an affidavit stating that they do not exist.
- D. Fee (see attached fee schedule).

4. Approval

The Miami County Planning Director is authorized to approve or deny boundary line adjustments in accordance with the provisions of Article 4 of the Miami County, Kansas Subdivision Regulations. Approval or denial should take place within thirty (30) days of receiving a complete application. Upon approval of the boundary line adjustment(s) / merger, the **original** of said Certificate of Survey, signed by both the County Surveyor and County Planning Director shall be recorded in the Register of Deeds Office. Please refer to Article 4 of the County Subdivision Regulations for approval guidelines.

5. County Appraiser

Boundary Line Adjustments, Lot Splits and Mergers without an ownership change will not automatically make parcel changes for taxing purposes. If you require a division of the tax statements, please consult with the County Appraiser’s office at the time the work for the adjustments is completed.