

# **Lot Line Confirmation**

**Approved for use by IRA Board August 17, 2021**

For the purposes of the Lot Line Confirmation, a “Selling Member” is a member of Islander Residents Association (“IRA”) who wishes to sell or otherwise transfer the member’s IRA membership and lease to a new owner. The “New Owner” is the person or people who wish to assume the Selling Member’s membership and lease.

IRA will not approve the Selling Member’s membership and lease transfer until the Selling Member and New Owner complete this Lot Line Confirmation.

IRA requires that the Selling Member meet with each of the Selling Member’s immediate neighbors, agree with those neighbors on the location of the lot lines, and place (or leave in place) a stake at each of the corners of the lot indicating the agreed-upon lot lines (the “Lot Lines”). A description of the location of each corner, with distance from and reference to permanent landscape features like building corners or trees (using the middle of a trunk as the reference point) should be provided here. Use more pages if needed. If there are more than 4 corners, in the case where a lot is not rectangular in shape, all corners and lines between corners must be described here, so that they can be located and clearly found. Furthermore, IRA requires that the Selling Member show these Lot lines to the New Owner, ideally in the presence of a Board appointed representative, and that they all sign this form agreeing that they are aware of all the locations. This form with the written descriptions and any photographic evidence is to be retained by IRA in the file associated with the lot. The written descriptions are to be entered by the Board representative onto the spread sheet containing all the descriptions.

The Lot Lines are not surveyed lot lines. Rather, they will be the lot lines agreed upon by the Selling Member and the neighbors prior to the transfer. The Lot Lines will be respected by the New Owner as the legal lot lines for the lot.

By signing below, the Selling Member certifies that the Selling Member has met with each immediate neighbor and either confirmed the current lot line stakes as the correct lot line stakes or agreed upon the placement of new or replacement lot line stakes and has written a description of their location. By signing below, the neighbors certify that they have met with the Selling Member and confirmed their agreement with the description of the established lot lines. By signing below, the New Owner certifies that the New Owner has been shown the Lot Line stakes and accepts the Lot Lines as the lot lines for the lot they will be leasing..

In addition, the Selling Member must meet on the site with a Board appointed representative, after the signatures have been gathered and the descriptions written. By signing below, the Board appointed representative certifies that all necessary signatures

have been gathered and that all stakes are placed appropriately, that permanent stakes have been placed where possible, that the written descriptions are accurate, and that all new structures are to be placed a minimum of 5' from the lot lines.

In the case of adding a new structure to a lot, structure design must be approved by the Board, and the placement certified on the lot by a Board representative, with a signature on this form, agreeing to the location of the stakes and the distance of the proposed building from the lot line formed by the stakes. The Member submitting the request for review to the Board is the "Owner".

In the case of a new home, the New and Replacement Home Policy must be followed. This will include a signature on this form by the Board representative indicating that the corners and lines have been identified and agreed to and that an on the ground inspection of the proposed location of the new home ensures that it will have at least 5' set backs from all shared boundaries.

The Board representative must enter the written description of corners and lines into the spread sheet kept for that purpose.

**Address:** \_\_\_\_\_

**NW corner location:**

\_\_\_\_\_

**NE corner location:**

\_\_\_\_\_

**SW corner location:**

\_\_\_\_\_

**SE corner location:**

\_\_\_\_\_

**Additional corners and lot lines:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SELLING MEMBER (OR OWNER)**

**NEIGHBORS**

**X:** \_\_\_\_\_  
\_\_\_\_\_

**X:**

**Date:** \_\_\_\_\_  
\_\_\_\_\_

**Date:**

**X:** \_\_\_\_\_  
\_\_\_\_\_

**X:**

**Date:** \_\_\_\_\_  
\_\_\_\_\_

**Date:**

**NEW OWNER**

**X:**

\_\_\_\_\_

**X:** \_\_\_\_\_  
\_\_\_\_\_

**Date:**

**Date:** \_\_\_\_\_  
\_\_\_\_\_

**X:**

**X:** \_\_\_\_\_  
\_\_\_\_\_

**Date:**

**Date:** \_\_\_\_\_  
\_\_\_\_\_

**X:**

**Date:**

\_\_\_\_\_

**Board Representative**

**BOARD APPROVAL**

X: \_\_\_\_\_

X:

\_\_\_\_\_  
Date: \_\_\_\_\_

Date:

\_\_\_\_\_