

APPLICATION FOR ADMINISTRATIVE LOT LINE ADJUSTMENT

Certain minor changes to the lot line in approved subdivisions may be moved or adjusted in limited cases based on the approval by a Code Enforcement Officer without Planning Board approval. This process cannot be used to create a new parcel, increase the number of parcels within the subdivision, or create a new street or the need for new or additional public infrastructure.

This application shall include the following:

- Completion of the requested information on this form
- A brief letter explaining the full scope of activity to be approved by this office
- A full-sized copy of the approved subdivision map
- A new subdivision map depicting the proposed adjustment
- Payment of the required fee
- Written consent for the adjustment from all affected property owners
- Completed SEQR short environmental assessment form

Procedure

A Code Enforcement Officer will review this application and make a determination as to whether such adjustment shall be made based upon the Lot Line Adjustment Substantive Criteria. This review can take up to 20 days.

If the Administrative Lot Line Adjustment is granted, the applicant shall submit a new subdivision map depicting the requested adjustment (as prepared by a qualified Engineer) for the approval signature by the Planning Board Chair. Once executed, the signed subdivision map shall be filed within 62 days in the Town Clerk's Office, County Clerk's Office, and five (5) copies to the Planning & Building Department.

The Code Enforcement Officer's determinations shall not be subject to an appeal to the Zoning Board of Appeals. Instead, applicants denied an administrative approval shall have the right to apply directly to the Planning Board for a non-administrative subdivision plat approval of the proposed adjustment, which shall be processed according to the current code. The Planning Board decisions may be appealed as according to law.

Date: _____ Application #: _____ Receipt #: _____

Name: _____

THIS APPLICATION CONTINUES ON THE OTHER SIDE

APPLICATION DATA

Date _____

Applicant's Name _____

Phone # _____

Address _____

City/State/Zip _____

Email _____

Subdivision _____

Address _____

Tap Map #s _____

Engineer's Name _____

Phone # _____

Address _____

City/State/Zip _____

Type of Subdivision: Residential Commercial Industrial

Is the parcel currently in a water-benefited area? ___Yes ___No

Is the parcel in a sewer district? ___Yes ___No

Will this adjustment involve any roadwork, utilities or infrastructure improvement? ___Yes ___No
If yes, please describe in detail on a separate sheet.

Will this adjustment change any easements (including open space restrictions), grading or approved features?
 ___Yes ___No

Signature of Applicant: _____

date _____