



Lot Line Adjustment Application

A lot line in an approved subdivision may be moved or adjusted in limited cases based on the approval of the Village Planning Board. This shall be a simple change and the 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 and fee of \$100
- A brief letter explaining the full scope of activity to be approved by the Code Enforcement Officer
- A full-sized copy of the approved subdivision map (if applicable) or survey
- A new subdivision map depicting the proposed adjustment (if applicable) or survey
- Written consent for the adjustment from all affected property owners

Procedure:

The Code Enforcement Officer will review this application after it is submitted to the Planning Board Secretary by the Planning Board meeting deadline.

A determination will then be made based upon the Lot Line Adjustment Criteria. The review is then forwarded to the Village Planning Board for its review per A174-18.3 of the Village Code. If the Administrative Lot Line Adjustment is granted, the applicant shall submit 6 copies of the approved survey map depicting the requested adjustment (as prepared by a qualified Engineer). Once executed, the signed subdivision map shall be filed within 62 days in the Village & County Clerk's Office. For more information see attached code A174-18.3.

Date _____ Application # _____ Receipt # _____

Applicant's Name _____ Phone Number _____

Applicant's Address _____

Applicant's email _____

Subdivision _____

Subdivision Address _____

Tax Map #'s _____

Engineer's Name _____ Phone Number _____

Address _____

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 _____