

TOWN OF WATERTOWN
APPLICATION FOR A LOT LINE ADJUSTMENT

For Planning Board Use Only:

Tax Map Parcel No.: _____
 Application Number: _____ Received by: _____
 Lot Line Adjustment Application Fee \$ _____ Date: _____

INSTRUCTIONS TO APPLICANT:

Complete all parts of this application form. No public hearing will be scheduled until all questions have been answered or satisfactorily explained in writing. The Planning Board stands ready to help you but you must furnish the information required by law before the Planning Board can take action on your application.

Subdivision Name and Location: _____

Landowner No. 1:

Landowner No. 2:

Name: _____
 Address: _____
 Phone No.: _____

Name: _____
 Address: _____
 Phone No.: _____

Acreege of lot No. 1 before adjustment: _____
 Acreege of lot No. 1 after adjustment: _____

Acreege of lot No. 2 before adjustment: _____
 Acreege of lot No. 2 after adjustment: _____

Zoning Law Requirements	Required	Shown on Plan
a. Minimum lot size:	_____	_____
b. Minimum lot frontage:	_____	_____

Brief description of lot line adjustment: _____

Lot Line Adjustment Application must include:

	YES	NO
a. Plat map showing, scale, North arrow, date, title block, and tax parcel numbers.....	<input type="checkbox"/>	<input type="checkbox"/>
b. Plat map showing all contiguous properties with names of owners (including properties across any public road).....	<input type="checkbox"/>	<input type="checkbox"/>
c. Completed Environmental Assessment Form (EAF).....	<input type="checkbox"/>	<input type="checkbox"/>
d. Four copies of the plat map, one of which is a mylar copy acceptable for filing with the county clerk.....	<input type="checkbox"/>	<input type="checkbox"/>
e. The seal of the licensed land surveyor who prepared the plat, over signed in red ink.....	<input type="checkbox"/>	<input type="checkbox"/>

NOTE TO APPLICANT:

Before you submit this application for approval of a lot line adjustment, **MAKE SURE** that all applicable requirements of the Town of Watertown Subdivision Law have been met. No public hearing will be scheduled until all required documents have been furnished in form satisfactory to the Town of Watertown Planning Board or a written explanation has been given to irrelevant items omitted.

The undersigned hereby requests approval by the Town of Watertown Planning Board of the identified application for lot line adjustment. I hereby certify that I have completed the application to the best of my ability and have complied with all applicable regulations of the Town of Watertown Subdivision Law. I certify that the application information is complete and I believe all information given to be true.

Signature of Applicant

Date: _____

Sworn to before me this _____
 day of _____, _____

Notary Public

Signature of Landowner

(If Applicant is not Landowner)

Date: _____

Sworn to before me this _____
 day of _____, _____

Notary Public

FOR PLANNING BOARD USE ONLY

Date

1. Sketch Plan submitted to Planning Board (optional)..... _____
2. Sketch Plan Conference held (optional)..... _____
3. Environmental assessment form completed by applicant..... _____
4. Determination by the Planning Board that the **Application for a Reallotment** is complete and all required information supplied to the Planning Board..... _____
5. Referred to Zoning Board of Appeals for area variance (if applicable)..... _____
6. Resolution to hold public hearing made by the Planning Board..... _____
7. Notice of public hearing published in the official newspaper of the town..... _____
8. Notice of public hearing mailed to adjoining property owners by applicant..... _____
9. Public hearing held..... _____
10. SEQR determination made by Planning Board..... _____
11. Decision made on **Application for a Lot Line Adjustment**

_____ Approved

_____ Disapproved

_____ Conditionally Approved. Conditions of Approval: _____

Signature of Planning Board Chair

Date

12. Notice of decision mailed to applicant..... _____
13. If conditionally approved, date conditions were satisfied and final plat approval was granted..... _____
14. Plat map filed with County Clerk..... _____