

Town of Broadalbin
Fulton County
Broadalbin, NY 12025

Planning Board
201 Union Mills Rd. PO Box 548
Broadalbin NY 12025-0548

Lot Line Adjustment Form

By definition, a lot line adjustment is any alteration of lines or dimensions of any lots or sites shown on a plat previously filed in the office of the County Clerk or set forth on the applicable tax map that does not result in an additional lot being created and is the conveyance of a portion of one parcel to an adjoining parcel. Generally speaking, such an action involves two adjoining tax parcels but could involve multiple adjoining properties. At the discretion of the Town Planning Board, all or certain subdivision requirements may be waived in the matter of a lot line adjustment.

Town Office Use Only

Project No. _____

Date Received _____

When requesting a lot line adjustment, please submit the following along with this application form:

- a) Eight copies of a sketch, plan or certified survey map, showing the proposed lot line adjustment^①. Plans must be submitted within seven business days prior to the next Planning Board Meeting.
- b) A completed SEQRA/EAF Short Form if necessary (attached or available at www.dec.ny.gov/permits/6191.html - Part one only, signed and dated.
- c) Application fee \$50.00

Submit to: Planning Board Chairman 201 Union Mills Rd. *(Must be received one week before meeting to be placed on the agenda of the Planning Board for that month.)*

Applicant Information:

Name: _____

Mailing Address: _____

Telephone: _____

The purpose of this application is to request approval for a Lot Line Adjustment involving the properties listed below:

Property #1 Owner: _____
(Property #1 should be the same as above named applicant)

Property Location (street/ road name/ house or lot #) _____

Property #2 Owner: _____

Tax Parcel #: _____

Property Location: _____

Property #3 Owner: _____

Tax Parcel #: _____

Property Location: _____

The objective of this proposal is to: (Provide a brief narrative)

^① For Final Approval/Filing: The applicant will need a Certified Survey Map showing the lot line adjustment as approved by the Planning Board. A sketch plan will not be accepted as the final approved map. One (1) mylar and two (2) paper copies are required for the chairman's signature.

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Lot Line Adjustment Form (Continued)

I, _____, hereby known as the applicant for this action, do hereby affirm that all the information provided in this application is correct and accurate. I understand that furnishing information that is not correct, or fraudulent, may negate any findings and/or approvals granted by the Town of Broadalbin Planning Board in regard to this application.

Signed: _____ Date: _____

I/we the undersigned do hereby affirm and say that I/we are the owners of properties #2 -3, respectively, and acknowledge and approve of the submission of this application by

_____ for Lot Line Adjustment between our properties.
(Applicants Name)

Signed Owner Property #2: _____ Date: _____

Signed Owner Property #3: _____ Date: _____

TOWN USE ONLY

	Date	Planning Board Action
Submission of Sketch Plan:	_____	[] Accepted; [] Rejected
SEQR Form Submitted:	_____	[] Accepted; [] Rejected; [] Waived
Referred to County:	_____	
Public Hearing	_____	[] Waived

Final Survey Submitted/Approved _____

Fee \$ _____ Date: _____