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Town of Varick
Seneca County, State of New York
4782 Route 96
Romulus, NY 14541
(315) 585-6168

LOT LINE ADJUSTMENT APPLICATION
(TO BE COMPLETED BY THE INVOLVED PROPERTY OWNERS)

This application is required to change the property line(s) between adjacent parcels while not creating any new parcels.

A Lot Line move is sometimes used to resolve a property line dispute. In other cases, the involved property owners seek to mutually alter the dimensions of their properties so that an existing building, field or access road, for example, can be part of the adjacent parcel. In some cases, the intent is simply to enlarge the area of one of the parcels to meet the needs or desires of that property owner.

This permit, if approved, only authorizes the transfer of land between adjacent property owners and does not authorize any construction or other activities on those parcels that require separate approval under the Town of Varick Zoning Code.

The property owners of the involved parcels are responsible for providing all of the following information in order for the application to be considered by the Town of Varick Planning Board.

All of the following information must be submitted to the Planning Board Chair at the Town of Varick Town Hall at least 14 days prior to the next regularly scheduled Planning Board meeting in order for it to be placed on the Planning Board's meeting agenda.



Please complete the following for each involved parcel:

ALL PROPERTY OWNER(S):

Name(s): _____

Street: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Tax Map Parcel #: _____

Name(s): _____

Street: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Tax Map Parcel #: _____

Name(s): _____

Street: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Tax Map Parcel #: _____

If more than 3 property owners are involved, attach a signatory sheet and check here ____.

DESCRIBE THE PURPOSE(S) OF THE LOT LINE ADJUSTMENT:

PREPARE A SURVEYED LOT LINE ADJUSTMENT PLAN WITH THE FOLLOWING:

The plan shall be based on a survey prepared by a NYS license land surveyor of the subject parcels, preferably no less than 200 feet to the inch, to enable the entire two/three parcels to be shown on one sheet. The plan shall show the following:

- ___ The existing property lot lines in distance and bearing of all parcels involved in the proposed lot line adjustment (s).
- ___ The proposed new property lot lines in distance and bearing and indicate in square feet or acres in the size (area) of the change.
- ___ All existing structures, wooded areas, streams and other significant physical features, within the portion to be adjusted and within 200 feet thereof.
- ___ The name of the owner and of all adjoining property owners as disclosed by the most recent municipal tax records.
- ___ The Tax Map Sheet, block and lot numbers.
- ___ The existing utilities and streets within close proximity to the proposed property lot line adjustment.
- ___ All existing restrictions on the use of the land, including easements, covenants, or zoning lines.

APPLICATION MUST INCLUDE THE FOLLOWING ATTACHMENTS:

- A. a copy of the current deed of each parcel involved in the property lot line adjustment.
- B. a Property Lot Line Plan that meets the above stated requirements.
- C. a completed Short EAF Part 1 Form
https://extapps.dec.ny.gov/docs/permits_ej_operations_pdf/seafpartone.pdf
- D. a description of all existing and proposed easements, rights -of-way, or other restrictions of the use of the and for all involved parcels
- E. a copy of the signed receipt from the Planning Board chair that the required application fee has been paid
- F. a copy of the signed Lot Line Adjustment Checklist
- G. an AG Data sheet filled out and signed
https://agriculture.ny.gov/system/files/documents/2019/11/agr_data_doc.pdf
- H. a Seneca County Planning Board letter in regard to the Lot Line request

DATED SIGNATURES OF ALL CURRENT LANDOWNER(S) REQUIRED:

_____ DATE: _____

_____ DATE: _____

_____ DATE: _____

_____ DATE: _____

TO BE COMPLETED BY PLANNING BOARD CHAIR:

Note: The application shall not be accepted unless all the required information is provided, including all listed attachments.

DATE Application received and stamped: _____