

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 ALL THE INVOLVED PROPERTY OWNERS

STOP

Before this application will be accepted all required information must be provided including listed attachments.

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 subdivision action only authorizes the transfer of land between adjacent property owners and does not authorize any construction or other activities on those parcels requiring 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.

A complete application 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:

PROPERTY OWNER(S):

Parcel 1 Tax Map Parcel #: _____

Owner Name(s): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Parcel 2 Tax Map Parcel #: _____

Owner Name(s): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Parcel 3 Tax Map Parcel #: _____

Owner Name(s): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

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

DESCRIBE THE PURPOSE OF THE LOT LINE ADJUSTMENT:

Provide a surveyed Lot Line Adjustment Plan:

The plan shall be based on a survey prepared by a NYS licensed land surveyor that shows the entirety of the parcels involved, preferably no less than 200 feet to the inch. The plan shall show the following:

- Existing property lot lines in distance and bearing of all parcels involved in the proposed lot line adjustment.
- Proposed new property lot lines and land to be transferred, with areas, distances and bearings indicated in feet, acres or degrees.
- All existing structures, wooded areas, streams and other significant physical features, within the portion to be adjusted and 200 feet beyond.
- The names of the owners of all parcels affected by the lot-line move, and adjacent owners as indicated in county records.
- The Tax Map Sheet, with block and lot numbers.
- The existing utilities and streets in close proximity to the proposed property lot line adjustment.
- All existing restrictions on the use of the land, including easements, covenants, and zoning-district boundaries.

APPLICATION MUST INCLUDE THE FOLLOWING ATTACHMENTS:

1. Copy of the current deed of each parcel involved in the lot line adjustment.
2. Lot Line Adjustment Plan described above.
3. Completed Part 1 of Short Environmental Assessment Form
https://extapps.dec.ny.gov/docs/permits_ej_operations_pdf/seafpartone.pdf
4. Description of all existing and proposed easements, rights-of-way, or other restrictions of the use of the and for all involved parcels
5. Copy of the application fee receipt signed by the Planning Board chair
6. Copy of the signed Lot Line Adjustment Checklist
7. Agricultural Data Statement filled out and signed
https://agriculture.ny.gov/system/files/documents/2019/11/agr_data_doc.pdf

DATED SIGNATURES OF ALL CURRENT LANDOWNERS:

Parcel 1

_____ Date _____

_____ Date _____

Parcel 2

_____ Date _____

_____ Date _____

Parcel 3

_____ Date _____

_____ Date _____

TO BE COMPLETED BY PLANNING BOARD CHAIR:

DATE Application received and stamped: _____