

**Property Line Adjustment Application**  
*(To Be Filled Out by the Involved Property Owners)*

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

A Property Line Adjustment 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 to simply 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..

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 Planning Board.

Per the Village of Schoharie Land Use Law as amended 2017 all of the following information must be submitted to the Planning Board at least 10 days prior to the next regular Planning Board meeting in order for it to be placed on the Planning Board's meeting agenda.

Please print the following for each involved parcel:

**All Property Owner(s):**

Name(s) \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Tax map parcel #: Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Name(s) \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Tax map parcel #: Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Name(s) \_\_\_\_\_

Street: \_\_\_\_\_

Name(s) \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Tax map parcel #: Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

**1. Describe the purpose(s) of the property line adjustment(s):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Prepare a Surveyed Property Line Adjustment Plan that meets these criteria as follows:**

The plan shall be based on a survey prepared by a NYS licensed land surveyor of the subject parcels, preferably not less than 200 feet to the inch, to enable the entire two parcels to be shown on one sheet. The plan shall show the following information:

- A. The existing property lines in distance and bearing of all parcels involved in the proposed property line adjustment(s).
- B. The proposed new property lines in distance and bearing and indicate in square feet or acres the size (area) of the change.
- C. All existing structures, wooded areas, streams and other significant physical features, within the portion to be adjusted and within 200 feet thereof.
- D. The name of the owner and of all adjoining property owners as disclosed by the most recent municipal tax records.
- E. The Tax Map sheet, block and lot numbers.
- F. The existing utilities and streets within 300 feet of the proposed property line adjustment.
- G. All existing restrictions on the use of land, including easements, covenants, or zoning lines.

**Attach as a required part of this application all of the following:**

**ATTACHMENT A** - a copy of the current deed of each parcel involved in the property line adjustment

**ATTACHMENT B** – a Property Line Plan that meets the above stated requirements

**ATTACHMENT C** – a completed Short EAF Part 1 Form *(use the new NYS DEC form for 2019)*

**ATTACHMENT D** – a description of all existing and proposed easements, rights-of-way, or other restrictions of the use of the land for all involved parcels

**ATTACHMENT E** – a copy of the signed receipt from the Building and Zoning Administrator or the Planning Board Secretary that the required application fee has been paid

**ATTACHMENT G** - a copy of the Lot Line Adjustment Checklist signed by the applicants

*Note: copies of blank Attachment forms C, F, and G, are available at the Village Office Hall and the Village website*

**Signature(s) of all current Land Owner(s) (required):**

----- Date : \_\_\_\_\_

----- Date : \_\_\_\_\_

----- Date : \_\_\_\_\_

Per the Village of Schoharie Land Use Law as amended 2017

Section 6.3.3 of The Planning Board shall classify the proposed subdivision within sixty-two (62) days from the date of sketch plan submission as either a Lot Line Adjustment, Minor Subdivision or Major Subdivision. The Planning Board shall make a notation regarding classification directly on the Sketch Plan.

6.3.4 On-site Inspection. An on-site inspection by the Planning Board with the owner may be required to further evaluate the property and subdivision plan. The applicant shall then comply with the procedures outlined in these regulations for the appropriate category of subdivision.

6-4.2 Record of Finding: If the Planning Board determines that the application constitutes a lot line adjustment, it shall make a written determination. One copy of the determination shall be provided to the applicant and one copy shall be filed with the Village Clerk. The Planning Board need take no further action unless the application has been classified as a Minor or Major subdivision.

Complete details of this process can be found in the Village of Schoharie Land Use Law as amended 2017 which is available at the Village Office as well as on the Village of Schoharie web site.

***To be completed by Planning Board Secretary:***

***Note: The application shall not be accepted unless all the required information is provided along with all listed attachments.***

***Date application received and stamped in: \_\_\_\_\_***