

VILLAGE OF STILLWATER

INCORPORATED 1816

1 SCHOOL STREET
PO Box 507
STILLWATER, NY 12170
(518) 664-6258 FAX 664-2166

LOT LINE ADJUSTMENT APPLICATION

PROJECT #	FEE: \$225.00	<input type="checkbox"/> FEE PAID	DATE REC'D: / /	BY:
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Part I:

PROJECT INFORMATION

Project Name:

Address/Location:

APPLICANT/REPRESENTATIVE INFORMATION

Name:

Email:

Cell:

Work phone:

Current address:

City:

State:

ZIP Code:

OWNER INFORMATION (IF DIFFERENT FROM APPLICANT)

Name:

Email:

Cell:

Home phone:

Current address:

City:

State:

ZIP Code:

SURVEYOR/ENGINEER

Name:

Email:

Cell:

Home phone:

Current address:

City:

State:

ZIP Code:

SITE INFORMATION

Parcel Identification (SBL) # of all lots included:

Transect Zone of each lot:

Size of existing lot(s): _____ acres, _____ acres, _____ acres, _____ acres, _____ acres

Size of proposed lots: _____ acres, _____ acres, _____ acres, _____ acres, _____ acres

Proposed Use: Residential Single Family Residential Multi-Family Commercial Other _____

Will the lot line adjustment create any non-conformity with the Village of Stillwater Form-Based Code? Yes No
 If yes, explain:

Will the lot line adjustment preclude future development or subdivision of the affected parcels, or will it impede the maintenance of existing or development of future access to utility services to either parcel.
 Yes No If yes, explain:

Is the property within 500 feet of any municipal boundary or any existing or proposed county or state park or other recreational area, or the right-of-way of any existing or proposed county or state road or highway, stream, drainage channel, or an existing or proposed boundary or any county or state owned land on which a public building or institution is located? Yes No If yes, explain:

Date property was acquired by the owner: _____ Name(s) of Previous
 Owner(s): _____

Has owner subdivided any portion of the above-described property prior to the date of this application? Yes No If yes, indicate number of parcels _____ What year? _____

Is this request an effort to correct a current encroachment? Yes No

Part II:

SIGNATURES

All applications must be fully completed by the applicant or a duly authorized representative and submitted to the Stillwater Village Board. The applicant or duly authorized representative will be notified when the project is placed on a Board Agenda and MUST be present at that Board meeting for presentation.

I, the undersigned, have thoroughly read and understand the application and the list of items to be shown on the plans and documents for review and I consent to all the requirements as set forth in the application. To the best of my knowledge the information provided in this application and on the attached plans and accompanying documentation is true and accurate.

 APPLICANT/OWNER SIGNATURE* PRINT OR TYPE NAME OF SIGNED

*** Applicant must either be the owner of the property to be developed or used, or be a party with a purchase agreement for the property. A copy of the purchase agreement must be attached.**

AUTHORIZATION TO ACT AS AGENT

In the event that the owner of the property desires to have another individual act as his/her authorized representative in support of this application the following statement must be completed and signed:

I, _____, owner of the premises located at _____

Tax Map ID # _____, hereby designate, _____
Section Lot Block Number Street
Printed Name of Agent

as my agent regarding this application for review.

Part III:

APPLICATION PREPARATION CHECKLIST

To be considered for placement on an agenda, the application must be submitted and deemed complete and must include the Application Fee and the information listed below. Incomplete applications will not be accepted and will be returned to the applicant. Exclusion of any required materials will result in the delay of project review.

DIGITAL COPIES OF ALL MATERIALS ARE MANDATORY. ANY APPLICATION SUBMITTED WITHOUT DIGITAL COPIES OF ALL MATERIALS WILL BE DEEMED INCOMPLETE.

Eleven (11) printed (and 1 digital) copies of the following materials:

The following materials are required:	Applicant Initials	Internal
Completed application form and applicable fees		
Written narrative description of the proposal		
Short or Long Environmental Assessment Form Pursuant to the N.Y.S. State Environmental Quality Review Act (SEQRA). These forms are available at http://www.dec.ny.gov/permits/6191.html		
Certified Plat Maps ***Printed maps must be folded Size of 22x34 inch maximum should be used when practical See Plat Map Preparation Instructions below		
Legal Description (Deed), Tax Searches of parcels to be adjusted; Other supporting documents		
Digital Copies ***Must be on CD or downloadable email format		
Public Notice Fee The cost of this fee will be determined by the Village Board based on the number of notifications required and must be paid no later than 14 days prior to the meeting		
The following additional items may be necessary following your initial submission:		
Engineering and legal escrow fees To be determined following initial review of the application. This fee must be paid prior to placement on an agenda		
Additional copies of any and all materials submitted for SEQRA or other purposes		

PLAT MAP PREPARATION INSTRUCTIONS

Please prepare a certified plat map consistent with the Village Form-Based Code depicting the following items. The Board may, at its discretion, require the submission of additional information.

PLAT MAP MUST INCLUDE:	Applicant initials	Internal
Drawn to a scale not smaller than 50 feet to the inch, with dimensions including bearings, distances, and locations of iron pipes and other survey monuments		
All existing and proposed parcel boundary lines		
All existing and proposed easements and rights of way		
Names and owners of all adjacent properties		
Street names of existing roadways		
Location of existing buildings, septic systems, storm drains and utilities		
North arrow		
Parcel ID on each lot		
Standard title block with notes as detailed below		
Approval Block as shown below		
Seal and signature of a licensed land surveyor		

Standard Notes: The following notes are the minimum requirement on all plats.

1. This proposal includes a total of _____ ± acres and lies within Village of Stillwater Transect Zone: _____.
Min lot size: _____ sf
2. Parcel is identified as SBL #: _____ Village of Stillwater, Saratoga County, New York.
3. Describe any easements or other restrictions on this property

Village of Stillwater Approval Block:

VILLAGE OF STILLWATER BOARD APPROVAL

APPROVED BY RESOLUTION OF THE VILLAGE BOARD OF TRUSTEES OF THE VILLAGE OF STILLWATER, NEW YORK, ON THE _____ DAY OF _____, 20____ SUBJECT TO ALL REQUIREMENTS AND CONDITIONS OF SAID RESOLUTION. ANY CHANGES, ERASURES, MODIFICATIONS OR REVISIONS OF THIS PLAT, AS APPROVED, SHALL VOID THIS APPROVAL SIGNED THE _____ DAY OF _____, 20____.

BY: _____
VILLAGE MAYOR