

### **Town of Cobleskill – Lot Line Adjustment Checklist for Applicants**

The purpose of this checklist is to aid an applicant in understanding what information is required, under the Town of Cobleskill Subdivision Regulations, for the Planning Board review of a submitted lot line adjustment application. Please keep in mind that additional requirements, conditions and/or restrictions may be reasonably requested by the Planning Board.

**This checklist is for general guide use only. Please refer to Town of Cobleskill website: Town Code, Part II-General Legislation, Subdivision of Land, Article X-Lot Line Adjustment, Chapter §120-26, A. - E.**

**Tax map # (SBL #):** Find on the Town & County tax bill or County website (see above).

**Zone:** Find map on the County website Zone link, or contact the Town Zoning Officer at 518-234-4661.

#### **Requirements to be shown on survey map or provided in written or other form:**

<input type="checkbox"/>	Location map	<input type="checkbox"/>	Verbiage “to be conveyed to”
<input type="checkbox"/>	Name & address of owner	<input type="checkbox"/>	Name and address of preparer
<input type="checkbox"/>	Name(s) of 2nd/3rd property owner involved	<input type="checkbox"/>	Date
<input type="checkbox"/>	North arrow	<input type="checkbox"/>	Scale (not less than 30’ to the inch)
<input type="checkbox"/>	Names of adjacent property owners	<input type="checkbox"/>	Zoning and property boundaries
<input type="checkbox"/>	Zoning district(s)	<input type="checkbox"/>	Existing and proposed buildings and structures
<input type="checkbox"/>	Deed	<input type="checkbox"/>	Existing and proposed street access
<input type="checkbox"/>	Deed restrictions	<input type="checkbox"/>	Water, sewage and utility lines. Municipal water/sewer? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Survey: <input type="checkbox"/> Minimum <input type="checkbox"/> Full	<input type="checkbox"/>	Existing facilities (culverts and drains)
<input type="checkbox"/>	Drainage system	<input type="checkbox"/>	R.O.W., Easements and covenants
<input type="checkbox"/>	Topography	<input type="checkbox"/>	Authorization Letter from owner
<input type="checkbox"/>	Setback lines for existing zones	<input type="checkbox"/>	Public Hearing
<input type="checkbox"/>	\$50.00 Fee	<input type="checkbox"/>	Location of significant physical features (bldgs, trees, rock outcrops, sink holes, marshes, watercourses, etc.)

- **The Planning Board shall determine during the sketch plan meeting if a minimal or full survey is required to be submitted. The words “to be conveyed to” between the owner and 2<sup>nd</sup> owner name(s) is required to be stated on the survey map.**
- **Application will expire within one (1) year of date of submission unless a written extension, which is mutually agreed upon by owner and the Board, is submitted.**
- **The applicant has sixty-two (62) days from the date of signature to file at the County’s Clerk’s Office.**