

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"/>	Agricultural District #:		
<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 2nd 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.**