

**TOWN OF COBLESKILL – PLANNING BOARD**  
**Lot Line Adjustment Review CHECKLIST**

**Zone:** \_\_\_\_\_ **Tax Map#s:** \_\_\_\_\_

**Applicants Name and Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Property Address and Title of Project** (name of property owners involved):(Ex: Jones & Smith Lot Line Adj. # 1)

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

**Sketch Plan Meeting Date:** \_\_\_\_\_ **Public Hearing Date:** \_\_\_\_\_

**Final Submission:**

**Date Received:** \_\_\_\_\_

**Date of Meeting:** \_\_\_\_\_

**Date \$50 Fee Received:** \_\_\_\_\_

**Name and Address of Plan Preparer:** \_\_\_\_\_

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<input type="checkbox"/>	Location Map	<input type="checkbox"/>	Location of Significant Physical Features [Buildings, Trees, Rock Outcrops, Sink Hole(s), Marshes, Watercourses, etc.]
<input type="checkbox"/>	Name/Address of Owner	<input type="checkbox"/>	Verbiage "to be conveyed to"
<input type="checkbox"/>	Name(s) of 2 <sup>nd</sup> /3 <sup>rd</sup> Property Owner involved	<input type="checkbox"/>	Name/Address of Preparer
<input type="checkbox"/>	North Arrow	<input type="checkbox"/>	Date
<input type="checkbox"/>	Names of Adjacent Property Owners	<input type="checkbox"/>	Scale (not less than 30' to the inch)
<input type="checkbox"/>	Zoning District (s)	<input type="checkbox"/>	Zoning and Property Boundaries
<input type="checkbox"/>	Deed	<input type="checkbox"/>	Existing and Proposed Buildings and Structures
<input type="checkbox"/>	Deed Restrictions	<input type="checkbox"/>	Existing and Proposed Street Access
<input type="checkbox"/>	Survey (circle one) minimum or full	<input type="checkbox"/>	Water, Sewage and Utility Lines
<input type="checkbox"/>	Drainage System	<input type="checkbox"/>	Municipal Water/ Sewer ( <input type="checkbox"/> yes / <input type="checkbox"/> no)
<input type="checkbox"/>	Topography	<input type="checkbox"/>	Existing Facilities (culverts & drains)
<input type="checkbox"/>	Setback lines for Existing Zones	<input type="checkbox"/>	R.O.W., Easements and Covenants
		<input type="checkbox"/>	Authorization letter from owner
		<input type="checkbox"/>	Public Hearing

**TOWN OF COBLESKILL – PLANNING BOARD**  
***Lot Line Adjustment Review CHECKLIST***

**Plan Requirements (check when completed or NA if not-applicable)**

*Additional Requirements, Comments, Conditions and/or Restrictions:*

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**Action of Planning Board:    Date:** \_\_\_\_\_

**Approved** \_\_\_\_\_    **Denied** \_\_\_\_\_

**\*\* Application will expire within 1 years date of it submission unless written extension; mutually agreed upon by the owner and Board, is submitted\*\***

*The applicant has 62 days of the date of signature to file at the County Clerk's Office*