

# Town of Fulton, NY

## Planning Board

<b>For Office Use:</b>
Application No. _____
Received on _____
Fee Received By _____

### Application for Lot Line Adjustment

***This Application must be completed IN FULL and provided to the Town Clerk no less than one week prior to the next scheduled Planning Board meeting in order to be placed on the Agenda for that meeting.***

**Part I:**

**GENERAL INFORMATION:**

**1) Applicant Information**

- a) Applicant Name: \_\_\_\_\_
- b) Street Address: \_\_\_\_\_
- c) Telephone No.: \_\_\_\_\_
- d) Email: \_\_\_\_\_

**2) Other Owner Information (if applicable)**

- a) Owner's Name: \_\_\_\_\_
- b) Street Address: \_\_\_\_\_
- c) Telephone No.: \_\_\_\_\_
- d) Email: \_\_\_\_\_

**PROPERTY INFORMATION:**

**3) Property #1**

- a) Tax Parcel #: \_\_\_\_\_
- b) Address: \_\_\_\_\_
- c) Owner: \_\_\_\_\_

**4) Property #2**

- a) Tax Parcel #: \_\_\_\_\_
- b) Address: \_\_\_\_\_
- c) Owner: \_\_\_\_\_

- 5) Primary Contact Person:**      \_\_\_\_\_ Applicant      \_\_\_\_\_ Other Owner  
**Preferred Contact Method:**      \_\_\_\_\_ Phone      \_\_\_\_\_ Email      \_\_\_\_\_ Both

***\*An Applicant must be the property owner or one with an option to purchase the property.***

**Part II:**

**APPLICATION REQUIREMENTS:**

- The Application Fee shall be \$25.00 made payable to “Town of Fulton” – please enter the Tax Map Number in the memo field of the check. The Application Fee is due at the time of approval by the Planning Board.
- A copy of the current deed for each affected property
- A reasonably sized sketch of the affected lots, to include:
  - all existing buildings and structures
  - fences
  - public/private roads and streets
  - vehicle access
  - water supply
  - sewage disposal and septic area
  - utilities (electric, gas, green energy [include easements or rights-of-way])
  - watercourses
  - easements
  - rights-of-way
  - all existing lot lines and the location of the proposed new lot line.

**HELPFUL TIP:** If you visit the Schoharie County Real Property Tax Office (284 Main Street, Schoharie (518) 295-8349) they can provide you with a printout of your parcel(s) from the tax map for a nominal fee. You can work from that map to draw and identify the required features of the property (bulleted above) for the Planning Board.

Please complete the following for your Application to be considered by the Board:

Yes	No	NA	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will any additional lots be created?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will the proposed lot line adjustment impede existing or future access or utility service to the lots?

**Part III:**

**UPON APPLICATION APPROVAL, THE FOLLOWING MUST BE SUBMITTED:**

- One (1) mylar and one (1) paper copy of the proposed subdivision survey map prepared by a New York State Licensed Surveyor; the Planning Board will stamp any additional copies required to fulfill the County Clerk’s filing requirements (mylar plus five (5) copies, to be recorded within 62 days of Planning Board stamp of approval)
- Deed descriptions for all affected parcels as prepared by a New York State Licensed Surveyor