



Supervisor: (845) 688-7165
Police: (845) 688-9902
Town Clerk: (845) 688-5004
Justice Court: (845) 688-5005
Assessor: (845) 688-5003
Assessor Fax: (845) 688-5708
ZBA/ZEO/Planning: (845) 688-5008
Highway: (845) 688-9901
Fax: (845) 688-2041
P.O. Box 134, 7209 Rte. 28, Shandaken, NY 12480

"The Heart of the Park... Where the Eagle Soars"

www.shandaken.us

INFORMATION AND REQUIREMENTS FOR LOT LINE ADJUSTMENTS

PLEASE NOTE: The following is a guide and is not intended to replace the actual provisions of the Subdivision Regulations, which stipulate that the division of a parcel of land requires the approval of the Planning Board, acting on an application submitted by the owners and following their inspection and review of plats and other required documents and the holding of a Public Hearing if the Planning Board so orders. Copies of §105 (subdivision regulations) and §116 (zoning regulations) can be reviewed online at: www.shandaken.us

THE APPLICATION PACKET: The applicant should complete a Lot-Line Adjustment Application form, the Short Environmental Assessment Form, and attach a sketch plan (which may be prepared by the owners) showing the basic layout of the property and the proposed adjustment. The drawing should include Zoning and Flood Plain lines, adjacent owners, existing easements and restrictions as well as those proposed. Further information regarding setbacks, topography, grades, drainage, water supply, sewage disposal, and stormwater runoff may also be required. The original application packet, plus eight (8) copies of the complete application packet should be submitted to the Planning Board office at least ten (10) days in advance of the Planning Boards Regular Monthly Meeting.

If more than two properties are involved, be sure that the list of additional owners and parcel transfer information to/from each lot is copied as part of each completed application packet.

REPRESENTATION: While only one owner or representative needs to be present at the conference or subsequent meetings, any absent owner(s) must provide notarized letter(s) of authorization for the representative to act in his/her behalf.

FEE: The application fee for a Lot Line Adjustment is \$100 per application sought, payable to the Town of Shandaken. Debit and credit card payments are accepted by the Town Clerks office.

PLANNING BOARD MEETINGS: Scheduled monthly meetings are held on the second Wednesday of each month at 7:00pm at the Shandaken Town Hall on Route 28. Workshop meetings are held eight (8) days prior to the regular meeting, at the same time and place. The board, as a body, previews all pending applications, which is the reason for the ten (10) day deadline.

FINAL PLAT: Within sixty (60) days of approval of a preliminary plat, a FINAL PLAT (if not already submitted and approved) must be provided to the Board for final approval and signatures. It should consist of one linen or mylar copy, plus a minimum of seven (7) additional copies of any of the following dimensions: 8½ x11, 17x22, 22x34, 24x44 inches. Within forty-five (45) days of submission of the Plat in final form, the Planning Board shall, by resolution, conditionally approve (with or without modifications,) disapprove or grant final approval and authorize the signing of the plat. The Town will retain four (4) signed copies of the plat, and return the signed mylar and all other copies to the applicant, who is responsible to file the mylar plus two (2) signed copies with the Ulster County Clerks office.

Failure to complete this last step will invalidate Planning Board approval, and the entire process will have to be repeated.

Application for Lot Line Adjustment

Owners of Properties Being Adjusted

If more than two properties are involved, list others on separate page, and check here. []

Name(s) Parcel A

Name(s) Parcel B

Mailing Address

Mailing Address

City/State/Zip

City/State/Zip

Contact Number

Contact Number

Applicant/Representative Information

If applicant is not the owner of the property, a notarized Agent Authorization form must be submitted.

Surveyor or Engineer (preparing the plat)

Other Representative

Mailing Address

Mailing Address

City/State/Zip

City/State/Zip

Contact Number

Contact Number

Property Information

Physical address: _____ which is on the _____
side of _____ road/street/lane, in the Hamlet of _____,
within _____ feet of State/County Highway # _____ in the Town of
Shandaken.

Zoning District(s): _____ Size of Parcel Being Transferred: _____ acres

From: Section _____ Block _____ Lot _____ Current Size of Lot _____ acres

To: Section _____ Block _____ Lot _____ Current Size of Lot _____ acres

If more than two properties are involved, list others on separate page and check here. []

Easements, covenants, or other restrictions now applying to the property:

Purpose of this application:

The undersigned, as individual owner(s) or as a qualified officer of the corporation of the above-described property request approval of a proposed subdivision of that property in accordance with a plat to be submitted with required supporting data as provided in the subdivision regulations in the Town of Shandaken and hereby authorize entry upon the property for site inspection by members and authorized representatives of the Planning Board.

Signature(s) _____

Date _____