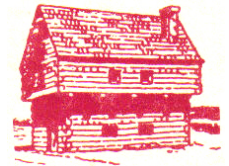


# TOWN OF STILLWATER



ESTABLISHED 1788 – SITE OF THE TURNING POINT OF THE AMERICAN REVOLUTION

BOX 700, STILLWATER, NY 12170 (518) 664-6148, FAX (518) 664-9537  
BUILDING, PLANNING & DEVELOPMENT DEPARTMENT

## APPLICATION FOR LOT LINE ADJUSTMENT

For Official Use Only

Date Application Received \_\_\_\_\_

Application No. \_\_\_\_\_

### Instructions:

The following application must be completed by the Applicant and filed with the Code Enforcement Officer. To be considered at the next Planning Board meeting, the application must be submitted and deemed complete 14 days in advance of the meeting in order to be placed on an agenda. The Planning Board meets based upon the posted schedule (refer to schedule).

Include the following in your application package:

Please submit one (1) original and eleven (11) copies of the following application package **Failure to do so will result in an incomplete application and delays in the Town's processing of the application.**

- This application form.**
- Application Fee.** Each application should be accompanied by a fee as determined on the fee schedule adopted annually by the Town Board. For lot line adjustments, the fee is \$100.
- Plat Plan** in accordance with the *Plan Checklist* (see Part II below)
- Short or Full Environmental Assessment Form** pursuant to the N.Y.S. State Environmental Quality Review Act (SEQRA). Whether a short or long form is required is dependent upon whether the application is classified as "Type 1" or "Unlisted". These forms are available from the Code Enforcement Officer or the Town Clerk.

The following additional items may be necessary following your initial submission:

- Public Notice Mailing Fee.** The need for a public hearing is determined by the Planning Board. The cost is based on the number of parcels within 500-feet of project site parcel boundaries. This fee must be paid to the Town no later than 14 business days prior to the scheduled public hearing and is not part of any applicant funded escrow accounts.
- Engineering / Legal escrow fees.**
- Additional copies of initial submission listed above for SEQR Coordination:** if the Planning Board deems the application as a Type I or Unlisted Action under SEQRA, the applicant must provide the required number of additional copies for submission of appropriate information to interested and involved agencies. Failure to do so in a timely manner may delay processing of the application. The Town may provide additional copies on the applicant's behalf; however the Town does so assuming no responsibility for completeness of this information. Furthermore, the Town will hold the applicant responsible for any associated costs for making additional copies.

**Part I - General Information:**

ADDRESS OF SITE \_\_\_\_\_  
Number Street

TAX ID \_\_\_\_\_ EXISTING ZONING DIST RR ● LDR ● RM ● RRD ● B1 ● B2 ● BP ● I ● PDD  
Section Lot Block Circle Applicable District(s)

TOTAL ACREAGE OF PROJECT/PARCEL \_\_\_\_\_

**APPLICANT INFORMATION:**

Address \_\_\_\_\_  
Number Street City State Zip Code

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email \_\_\_\_\_

**AGENT FOR THE APPLICANT INFORMATION (IF NOT APPLICABLE):**

Address \_\_\_\_\_  
Number Street City State Zip Code

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email \_\_\_\_\_

**PROPERTY OWNER INFORMATION (IF NOT APPLICANT):**

Address \_\_\_\_\_  
Number Street City State Zip Code

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email \_\_\_\_\_

**DESIGN PROFESSIONAL INFORMATION:**

Check One:  Engineer  Surveyor  Architect  Landscape Architect

Address \_\_\_\_\_  
Number Street City State Zip Code

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email \_\_\_\_\_

Does the area of the proposed land exchange or transfer exceed the minimum requirements of the area of the zoning district in which the affected lands are located?

Yes  No

Will any additional lots be created?

Yes  No

Will the proposed exchange or transfer of lands preclude the proper future development, subdivision, or re-subdivision of the affected properties, or will it impede the maintenance of existing or development of future access or utility service to either lot?

Yes  No

Will the proposed exchange or transfer of lands shall not create any non-conformity with the terms and regulations of the Town of Stillwater Zoning Law or Subdivision Regulations?

Yes  No

**Part II – Plat Check List:**

**Instructions:**

Please prepare a plat consistent with Town Zoning with the plat depicting all items specified in Section 5.3 of Town Subdivision Regulations as well as items outlined in the Town Subdivision Design Standards. Copies of these standards are available for purchase from the Town Clerk.

The Board may, at its discretion, waive any of the requirements outlined in Subdivision Regulations or the Design Standards or require the submission of additional information not specified within these regulations or standards. If the applicant desires to have certain application requirements waived, this shall be so noted with the application.

As part of the initial plat, the following minimum information shall be noted:

**Standard Notes:**

The following notes are the minimum requirement on plats for lot line adjustments. Additional notes may be necessary as defined in Town Subdivision Design Standards, Section 1.12 or as requested by the Planning Board.

1. This property may border a farm, as defined in the Town of Stillwater Local Law #1 of the year 1997. Residents should be aware that farmers have the right to undertake farm practices which may generate dust, odor, smoke, noise and vibration.
2. This proposal includes a total of **[insert parcel area]** ± acres and lies within the Town of Stillwater **[insert zoning district]** zoning district.

Min lot size: \_\_\_\_\_ sf  
Min lot width @ bldg line: \_\_\_\_\_ ft  
Setbacks:  
Front: \_\_\_\_\_ ft  
Side: \_\_\_\_\_ ft  
Rear: \_\_\_\_\_ ft

3. Parcel is identified as tax parcel **[insert tax ID number]**, Town of Stillwater, Saratoga County, New York.
4. The average lot size is **[insert size]** sq. ft.

**Stillwater Approval Block:**

<p><b>TOWN OF STILLWATER PLANNING BOARD APPROVAL</b></p> <p>APPROVED BY RESOLUTION OF THE PLANNING BOARD OF THE TOWN OF STILLWATER, NEW YORK, ON THE _____ DAY OF _____, 20____ SUBJECT TO ALL REQUIREMENTS AND CONDITIONS OF SAID RESOLUTION. ANY CHANGES, ERASURES, MODIFICATIONS OR REVISIONS OF THIS PLAT, AS APPROVED, SHALL VOID THIS APPROVAL</p> <p>SIGNED THE _____ DAY OF _____, 20____ BY _____</p> <p>PLANNING BOARD CHAIRMAN</p>
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**Part III - Signatures**

SIGNATURE OF OWNER:

To the best of my knowledge the information provided in this application and on the attached plans and accompanying documentation is true and accurate.

I, the undersigned, have thoroughly read and understand the application and the list of items to be shown on the plans and documents for review and I consent to all the requirements as set forth in the application.

\_\_\_\_\_  
APPLICANT'S SIGNATURE\*

\_\_\_\_\_  
PRINT OR TYPE NAME OF SIGNED

\* Applicant must either be the owner of the property to be developed or used, or be a party with a purchase agreement for the property. A copy of the purchase agreement must be attached.

AUTHORIZATION TO ACT AS AGENT FOR:

In the event that the owner of the property desires to have another individual act as his/her authorized representative in support of this application the following statement must be completed and signed:

I, \_\_\_\_\_, owner of the premises located at \_\_\_\_\_  
Number Street

TAX ID \_\_\_\_\_, hereby designate, \_\_\_\_\_  
Section Lot Block Printed Name of Agent

as my agent regarding this application for review.