



TOWN OF CLAVERACK

Post Office Box V/ 91 Church Street

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www.townofclaverack.com

What is a Lot Line Adjustment?

A lot line adjustment is the realignment of property lines between two or more existing adjacent parcels, where the land taken from one parcel is added to the adjacent parcel, and where no new lots are created. **A lot line adjustment is reviewed and approved by the Town of Claverack Planning Board.**

Instructions for Filing

Please complete the attached application and return it, in person, to the Town of Claverack Code Enforcement Officer, along with the following items:
(incomplete applications will not be accepted).

1. Eleven (11) copies of the following:
(Prepared by NYS Licensed Land Surveyor or Civil Engineer authorized to practice land surveying pursuant to the State Education Law)
 - **Plot Plan:** A survey map indicating the existing lot lines as well as the proposed adjusted lot line on a scale no smaller than one inch equaling 100 feet. If more than one sheet is needed, a key map showing all subject parcels is required. The plan shall be on a minimum of 11x17 inch paper. The plot plan should state, lot line adjustment for (insert name of owner or suitable title).
 - **Recorded Deed(s):** Copies of the latest recorded deeds to the properties in their current configuration.
 - Completed **Agricultural Data Statement** (located in Forms at Townofclaverack.com)
2. A completed application form with the owners' names or a notarized letter of authorization from the property owner.
3. The application fee of \$100.00 payable to The Town of Claverack.

LOT LINE ADJUSTMENT APPLICATION

The applicant(s) undersigned herein make application for a lot line adjustment and certificate, as specified herein and in accordance with the provisions of Local Law 2 of the year 2018, which will be complied with. Copies of the survey map and deeds must accompany all applications as specified in the instructions attached. All signatures of the owners of the property shall be notarized.

Information Regarding Lot A:

Address of Property: _____
Tax Parcel Number: _____ Current Zoning: _____
Owner Lot #1: _____ Tel. #: _____
Owner's Address: _____
Signature of Owner: _____ Date: _____

Information Regarding Lot B:

Address of Property: _____
Tax Parcel Number: _____ Current Zoning: _____
Owner Lot #2: _____ Tel. #: _____
Owner's Address: _____
Signature of Owner: _____ Date: _____

Information Regarding Lot C:

Address of Property: _____
Tax Parcel Number: _____ Current Zoning: _____
Owner Lot #3: _____ Tel. #: _____
Owner's Address: _____
Signature of Owner: _____ Date: _____

Licensed Land Surveyor or Engineer:

Name: _____ Tel. #: _____
Address: _____

Reason for Adjustment:

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The owner(s) by signing this application certifies that he/she has read the above application and instructions and further certifies that the information provided is the truth to the best of his/her knowledge and belief, including any plans and descriptions filed therewith. I/we understand that the approval of this application is valid only to the extent that the Town of Claverack Planning Board is authorized to issue such approval and that this does not constitute a subdivision pursuant to the Local Law #2 of the year 2018.