



Town of Marbletown

Mailing: PO Box 217, Stone Ridge, NY 12484

Physical: 1925 Lucas Avenue, Cottekill, NY 12419

(845) 687-7500, Ext. 171

Email: planning@marbletown.net

Lot Line Adjustment Application Packet

Contents:

- **Cover Page**
- **Lot Line Adjustment Application**
- **Lot Line Adjustment Checklist**

Please review the information in this packet and Chapter 169 Subdivision of Land of the Town of Marbletown Code thoroughly. The Plat requirements list is section 169-17

All Applications must be completed and dropped off to Secretary 2 weeks before the meeting by 4:00PM to be placed on the following agenda.

TOWN OF MARBLETOWN PLANNING BOARD
ULSTER COUNTY, NEW YORK

Application # _____
Date Filed: _____
Fee Paid: _____

Lot Line Adjustment Application

1. Name of Project: _____

2. Property owner: _____

Address: _____

Primary Phone: () _____ Cell Phone: () _____

Email Address: _____

3. Applicant Name (if other than owner): _____

Address: _____

Primary Phone: () _____ Cell Phone: () _____

Email Address: _____

4. Site Location: _____

5. **Current** total number of lots: _____ **Proposed** total number of lots: _____

6. General Description of natural features on-site: (Streams, water bodies,
slopes)

PARCEL INFORMATION: Please supply the information for each of the parcels involved. If more than 3 parcels please list on a separate page.

7. **Parcel A:**

Number of acres before adjustment: _____ Number of acres after adjustment_____

Property owner (if different than applicant): _____

Mailing Address: _____

Parcel Address: _____

Primary Phone; () _____ Cell Phone: () _____

Tax Map Section: _____ Block: _____ Lot: _____

Town of Marbletown Zoning District(s): _____

8. **Parcel B:**

Number of acres before adjustment: _____ Number of acres after adjustment_____

Property owner (if different than applicant): _____

Mailing Address: _____

Parcel Address: _____

Primary Phone; () _____ Cell phone: () _____

Tax Map Section: _____ Block: _____ Lot: _____

Town of Marbletown Zoning District(s): _____

9. **Parcel C:**

Number of acres before adjustment: _____ Number of acres after adjustment_____

Property owner (if different than applicant): _____

Mailing Address: _____

Parcel Address: _____

Primary Phone; () _____ Cell Phone: () _____

Tax Map Section: _____ Block: _____ Lot: _____

Town of Marbletown Zoning District(s): _____

10. Surveyor/Engineer/Attorney Name:

Address: _____

Telephone: () _____ Cell Phone: () _____

Email: _____

Applicant states the he/she is the owner or authorized agent of the owner for which the foregoing work is proposed to be done, and that he/she is duly authorized to perform such work, and that all work will be performed in accordance with all applicable State, County, and Local Ordinances.

Date

Signature of Applicant/Agent

Signature of Property Owner A

Signature of Property Owner B

Signature of Property Owner C

If any agent is representing an applicant and/or property owner, a signed letter by the applicant and/or property owner authorizing the named individual to act as his/her agent must accompany the application.

If applicant is not the property owner, a signed letter by property owners authorizing named individual to act as his/her agent must accompany the application.

A Pre-Application meeting may be requested or required by Applicant or the Planning Board.

Forms and Submittals – Required with submission

- Zoning Permit – Code Enforcement Office
- Application
- Fee
- Letter Authorizing Representative Powers
- A sketch plan drawn to scale or survey map
(Survey – drawn to scale – MUST be drawn by licensed surveyor required for final approval)

Forms and Submittals – May be required with submission for some reviews

- Aerial Photos
- Deed and Easements
- Existing or proposed other agency Permits/Applications
- Ag Data Statement
- Waiver from Requirements Request (in writing)

Review Standards for the Planning Board

- Compliance with Zoning and Subdivision Regulations
- Health, Safety, and Community Character Standards
- Streets and highways are sufficient width and suitably located to accommodate the prospective traffic, to afford adequate light and air, to facilitate fire protection, and to provide access of firefighting equipment to buildings.
- Suitable driveway access
- Location, arrangement, appearance and sufficiency of off-street parking.
- Adequacy and arrangement of pedestrian traffic access and circulation, walkway structures, control of intersections with vehicular traffic and overall pedestrian convenience.
- Adequacy of stormwater retention and drainage facilities.
- Adequacy of water supply and sewage disposal facilities.

Survey Checklist for Final Approval

- Survey – drawn to scale – MUST be drawn by licensed surveyor

Legal data

- Name and address of applicant(s)
 - Name and address of owners(s) of record, if different from applicant
 - Name and address of person or firm preparing the plan and map
 - Address, SBL, and Deed Liber Identification of parcel
 - Zoning classification of property, including exact zoning boundary if in more than one district
 - Subdivision Name (if greater than 4 lots)
 - North arrow, Scale, Plan Date and Revision Dates
 - Location/Area Inset Map
 - Total Acreage of entire parcel
 - Table of Required Development Standards for Zoning District - Proposed/Existing Relationship
 - Plan Reference Sources and Plan Notes
 - Right to Farm Statement
 - Certification of Plan
 - Approval Signature Block
 - Lot Improvement Statement (located in Chapter 125)
-
- Property boundary line, metes and bounds, and dimensions plotted to scale
 - Structures, Buildings, Fences/Walls and other Improvements
 - Public/Private Roads and Streets
 - Easements, Accesses, and Rights-of-way
 - Vehicle Access
 - Pedestrian Walkways and Access
 - Water Supply
 - Sewage Disposal and Septic Area
 - Utilities - electric, gas, phone, cable, green energy (include any easements or rights-of-way)
 - Watercourses
 - Wetlands – include flow and drainage area
 - Flood Hazard Area
 - Existing and proposed Stormwater Conveyance and Storage
 - Recreation Areas, Conservation Areas, Buffer Areas