

## Town of Cobleskill Lot Line Adjustment Checklist for Applicants

The purpose of this checklist is to aid an applicant in understanding what information is required, under the Town of Cobleskill's subdivision regulations, for the Planning Board review of a submitted lot line adjustment application. Please keep in mind that additional requirements, conditions and/or restrictions may be reasonably requested by the Planning board.

**This is a general guide use only.**

**Please refer to Article X found in the Subdivision Regulations.**

**Tax map #** or also referred to as **SBL #** (find on the Town and county tax bill or click on line to search).

**Zone** (find map on the website by clicking on zone link or contact the Town Zoning Officer at 518-234-4661)

**Requirements to be shown on survey map or provided in written or other form:**

<input type="checkbox"/>	Location Map	<input type="checkbox"/>	Location of Significant Physical Features <i>[Buildings, Trees, Rock Outcrops, Sink Hole(s), Marshes, Watercourses, etc.]</i>
<input type="checkbox"/>	Name/Address of Owner	<input type="checkbox"/>	Verbiage "to be conveyed to"
<input type="checkbox"/>	Name(s) of 2 <sup>nd</sup> /3 <sup>rd</sup> Property Owner involved	<input type="checkbox"/>	Name/Address of Preparer
<input type="checkbox"/>	North Arrow	<input type="checkbox"/>	Date
<input type="checkbox"/>	Names of Adjacent Property Owners	<input type="checkbox"/>	Scale (not less than 30' to the inch)
<input type="checkbox"/>	Zoning District (s)	<input type="checkbox"/>	Zoning and Property Boundaries
<input type="checkbox"/>	Deed	<input type="checkbox"/>	Existing and Proposed Buildings and Structures
<input type="checkbox"/>	Deed Restrictions	<input type="checkbox"/>	Existing and Proposed Street Access
<input type="checkbox"/>	Survey (circle one) minimum or full	<input type="checkbox"/>	Water, Sewage and Utility Lines
<input type="checkbox"/>	Drainage System	<input type="checkbox"/>	Existing Facilities (culverts & drains)
<input type="checkbox"/>	Topography	<input type="checkbox"/>	R.O.W., Easements and Covenants
<input type="checkbox"/>	Setback lines for Existing Zones	<input type="checkbox"/>	Authorization letter from owner
		<input type="checkbox"/>	Public Hearing

**The Board shall determine during the sketch plan meeting if a minimal or full survey is required to be submitted.**

**The words "to be conveyed to" between the owner and 2<sup>nd</sup> owner name(s) is required to be stated on the survey map.**

**Application will expire within one (1) year of date of submission unless a written extension; which is mutually agreed upon by owner and the Board, is submitted.**

**The applicant has sixty-two (62) days of the date of signature to file at the County Clerk's Office.**