



Town of Clifton Park

Planning Department

One Town Hall Plaza | Clifton Park, New York 12065 | (518) 371-6054 | FAX: (518) 371-1136

TO: Applicants and Consultants

FROM: Planning Department Staff

RE: **Lot Line Adjustment Application Package**

Attached to this Guidance Document for a Lot Line Adjustment please find the required forms which must accompany each request as outlined below:

1. Applications for lot line adjustments shall be made in writing to the Planning Director and shall consist of the following documentation:
 - a. Completed Lot Line Application Form, Short Environmental Assessment Form, and Map. The map must consist of a survey map prepared by a licensed engineer or surveyor which indicates the existing lot lines as well as the proposed adjusted lot line on a scale no smaller than one inch equaling 100 feet.
 - b. Copies of the deeds to the properties in their current configuration, and a proposed deed for the parcel to be conveyed as a result of the lot line adjustment. A metes and bounds description of the properties in their present configuration and the proposed new configuration.
 - c. Application Fee: A check made payable to "Town of Clifton Park" in the amount of \$100.00 must accompany the lot line adjustment application.
 - d. Completed and signed owner Authorization Forms from all property owners from which any portion of the parcel is proposed to be taken and/or annexed.
2. Once the above items have been received, the Planning Director will forward the application to the Town Zoning Officer, who shall review the application to ensure that the lot line adjustment will not result in any code violations.
3. The Planning Director, in consultation with the Town Zoning Officer, shall review and approve or deny an application for a lot line adjustment within 45 days. If the application is approved, the applicant shall be required to submit **2 mylars** and **7 paper copies** of the map for stamping approval. The applicant is then required to file 1 mylar and 1 paper copy of the map with the Saratoga County Clerk along with the deeds affecting the lot line adjustment parcels.

Please be advised that per Town Code: **If the approval of the lot line adjustment would result in an increase in the development potential of any parcel, then the Planning Director must refer the application to the Planning Board for subdivision review.**

Please call 518-371-6054 if you have any questions or concerns about this information. We look forward to working with you during the coming year.

**TOWN OF CLIFTON PARK PLANNING DEPARTMENT
APPLICATION FOR LOT LINE ADJUSTMENT REVIEW**

NAME OF LOT LINE

ADJUSTMENT: _____

ADDRESS: _____

TAX MAP (SBL) #: _____ CURRENT ZONING: _____

DESCRIPTION: # of Lots: _____ Total Acres to be conveyed: _____

NARRATIVE DESCRIPTION: _____

APPLICANT: Name: _____ Tax Id./SS #: _____

Address: _____

Phone: _____ Fax: _____ Signature/Date: _____

Email: _____

OWNER: Name: _____ Phone: _____ Fax: _____

Address: _____

ENGINEER: Name: _____ Lic. #: _____

Address: _____ Phone: _____ Fax: _____

Email: _____

SURVEYOR: Name: _____ Lic. #: _____

Address: _____ Phone: _____ Fax: _____

Email: _____

FOR ADDITIONAL INFORMATION, CALL THE PLANNING DEPARTMENT: 518-371-6054

Application Fee: Submit application with a check payable to the "Town of Clifton Park" in the amount of \$100.00.

Internal Use Only
Project ID:
Description:
SBL:

**OWNER AUTHORIZATION FOR
SITE PLAN/SUBDIVISION REVIEW**

The undersigned, who is the owner/contract vendee of the premises known as _____
_____, and identified as Tax Map # _____, hereby
authorizes _____ to bring the application herein before
the Planning Board of the Town of Clifton Park for site plan review/subdivision approval.

The undersigned further permits the Town or its authorized representative access to the property to
review existing site conditions during the review process.

STATE OF NEW YORK)
COUNTY OF SARATOGA)SS.

On this _____ day of _____, Two Thousand and _____, before me, the subscriber,
personally appeared _____ to me
personally known and known to me to be the same person described in and who executed the within
Instrument, and he acknowledged to me that he executed the same.

Owner/Contract Vendee

Notary Public

Internal Use Only
Project ID:
Description:
SBL:

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