

LOT LINE CHANGE APPLICATION  
Planning Board  
Town of Oneonta

OFFICIAL USE ONLY  
Date Completed application  
accepted: \_\_\_\_\_  
( ) Approved ( ) Denied  
Chairman's Signature /Date  
\_\_\_\_\_

**WHEN TO USE THIS FORM:** This form is to be used by an applicant who proposes to change or alter lot lines that do not create any new lots or parcels and to simplify the procedure for accomplishing a lot line change without requiring the applicant to be treated procedurally as a subdivision. (Note: if more lots are created than the original number, that is a subdivision, not a lot line change.)

Instructions: Fully complete this application. Write "NA" when "non-applicable."  
Submit to the Code Enforcement Office along with the designated attachments.

---

Name of proposed lot line change: \_\_\_\_\_

Applicant name and address: \_\_\_\_\_

Map preparer name and address: \_\_\_\_\_

Please provide the following information about all parcel(s) of land for which this action is proposed:

a. Tax map number(s) and owner(s): \_\_\_\_\_

b. Number of proposed lots before and after action: \_\_\_\_\_

c. Acreages of original and final parcels: \_\_\_\_\_

d. Road frontages, in feet, for all parcels after action is taken: \_\_\_\_\_

2. Please attach three (3) copies of a map showing all of the information required under section 88-12 of the Town Code. In general, for the Planning Board to make a decision, the same information needed for Final subdivision Plats will be needed for a lot line change.

3. Complete, sign and return part 1 of an Environmental Assessment Form (EAF), available from the Code Enforcement Office.

4. Complete and sign a Disclosure Form, available from the Code Enforcement Office. All parcel owners must sign the Disclosure Form.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**§ 53-5. Alteration procedure; approval.**

- A. The applicant shall consist of the record owners of each of the lots or parcels affected by the proposed altered lot line, and they shall complete an application for altered lot line on a form to be designated by the Planning Board and approved by the Town Board and signed by the owners of each of said lots or parcels.
- B. A map and survey of the portion of land to be conveyed by a grantor to the adjoining lot or parcel owner shall be prepared and submitted to the Planning Board; and
- C. A map or survey of the adjoining property shall also be prepared. If required under Subsection G below, said map or survey shall show both the adjoining property lot or parcel and the parcel or lot to be acquired as a single parcel of land.
- D. If either lot or parcel is part of a previously approved subdivision, then a new subdivision plat depicting the altered lot or lots shall be prepared and presented to the Chairman of the Planning Board for signing upon the approval of the altered lot line.
- E. The grantor of lands shall submit a proposed deed conveying the portion of land to the adjoining lot or parcel owner. Said deed must contain a clause stating that: "This parcel of land is conveyed pursuant to a lot line alteration, approved by the Planning Board of the Town of Oneonta on (date), and does not create any new or additional building lots or parcels."
- F. The owner of the adjoining lot or parcel shall submit a proposed deed describing as a single parcel the existing adjoining lot or parcel, along with the property to be conveyed, conveying said increased lot or parcel as a single, unified lot or parcel, to himself or herself, or to such entity as the owner desires. Said Deed shall contain a clause as follows: "This deed of conveyance is for the sole purpose of unifying into a single lot or parcel lands recently conveyed to the grantor as a result of the alteration of a lot line approved by the Planning Board of the Town of Oneonta on (date)."
- G. In the event of a land trade between the two lots, then each party shall comply with Subsections B, C, E, and F as if each party was the sole grantor of lands.
- H. Upon receipt of the application and maps and surveys, the Code Enforcement Office shall schedule the matter to be heard and reviewed at the next regular meeting of the Planning Board, which shall be attended by the applicant or the applicant's representative.
- I. At the meeting the Planning Board shall review the documents submitted and, in the Planning Board's discretion, approve or disapprove the proposed altered lot line.
- J. Upon approval, the applicants shall prepare the proposed deeds of conveyance as required by this chapter for examination and review by the Town Attorney.
- K. Upon notification by the Town Attorney that the deeds are in conformity with the provisions of this chapter, the Planning Board Chairman or Acting Chairman shall mark the adjoining landowner's survey map "accepted for filing by the Oneonta Planning Board," and it shall be properly signed and dated by the duly designated officer of the Planning Board.
- L. In the event that the approved survey map and deed are not filed in the office of the Otsego County Clerk within 62 days of the date upon which they were approved, the altered lot line approval shall become null and void as if it had never been approved. Upon request of either applicant, the Planning Board may extend this time period, provided that the request for extension has been received in writing within such original thirty-day period. The applicant shall provide the Planning Board with a copy of the filing receipt from the Otsego County Clerk.

**§ 88-12. Final plat requirements.**

The following final plat requirements shall apply in a minor subdivision:

- A. Key map. A key map drawn to the following scale and containing the following information shall be provided:
    - (1) Scale: one inch equals 1,000 feet.
    - (2) Information required for the proposed subdivision and areas extending 200 feet beyond the subdivision.
      - (a) Relationship of the proposed subdivision to the primary and secondary highway system and main intersections.
      - (b) Boundary lines: building zone districts, special districts and municipal areas.
      - (c) "Match lines" as needed when there are two or more drawings to show the complete subdivision.
      - (d) Boundary data: the proposed subdivision area shall be shaded.
      - (e) Boundaries of adjacent properties and property owners' names. Adjacent properties which are a part of a recorded subdivision plat may be identified by the subdivision name.
  - B. Preparation of final plat. The final plat shall be prepared by a land surveyor licensed by New York State and shall provide all information required.
  - C. Standard for drawing sheet. The following standards shall be observed:
    - (1) Scale, not less than one inch equals 100 feet.
    - (2) Sheet size shall be acceptable to the County Clerk's office, with a maximum size of 30 inches by 42 inches, and sufficient to convey all necessary information. Any proposal requiring a larger space shall be prepared on two or more sheets. [Amended 2-12-1992 by L.L. No. 5-1992]
    - (3) If the case should warrant more than one sheet, a clearly drawn "match line" shall be placed on both sheets.
  - D. Title block. The title block shall contain the following information:
    - (1) Name of subdivision.
    - (2) (Reserved)<sup>1</sup>
    - (3) Name and address of subdivider.
    - (4) Name and address of owner.
    - (5) Name, address, license number and seal of the land surveyor who prepared the drawing.
    - (6) Date of original submission and for each subsequent submission.
    - (7) True or magnetic North and date taken.
  - E. Existing site conditions including the following information shall be provided:
    - (1) Street right-of-way.
      - (a) Name.
      - (b) Location and width.
-

- (2) Other rights-of-way and easements.
  - (a) Identification.
  - (b) Location and width.
  - (c) Restrictions of use, if any.
- (3) Drainage structures.
  - (a) Type of structure.
  - (b) Location, invert elevations, gradients and sizes of all structures where applicable.
- (4) Other utility structures such as water, sewer, gas mains and power lines (if not on or adjacent to site, indicate direction and approximate distance and size of nearest ones, showing invert elevation of sewers or culverts).
- (5) Marshes, ponds, rivers, streams or similar conditions, including location and area covered, indicating high-water level.
- (6) Test hole data as required by the appropriate municipal or state agency.
  - (a) Date of testing and location of test holes on site.
  - (b) Graphic representation of findings for all test holes.
  - (c) The Planning Board shall have the authority to require more test holes to be dug and to specify the location of such new holes if it deems it necessary.
- (7) Municipal or other public lands, land designated as parks, open spaces or for some other public or community use.
- (8) Buildings and other structures on the subdivision which are to remain.

F. Proposed site conditions must conform to the Town Zoning Ordinance and shall show the following:

- (1) Streets.
  - (a) Any right-of-way for future access to other lands through the subdivided property.
- (2) Lot layout.
  - (a) Dimensions and area of lots to nearest foot.
  - (b) Easements and restricted areas with notation as to purpose.
  - (c) Identification of lots or parcels for special use, whether they are to be offered for dedication or not.
- (3) Utilities.
  - (a) Location of proposed on-site water system or connection to existing system.
  - (b) Location of proposed on-site sanitary disposal system, showing treatment area, connection points and line size or connection to existing system.
  - (c) Location and size of storm water improvements to be constructed, if any.
  - (d) Evidence that the proposed methods for water supply and sanitary sewage disposal have been reviewed and approved by the New York State Health Department and the New York State Department of Environmental Conservation, as required.\*

G. Additional information. The following additional information shall be required:

- (1) Survey data.

- (a) Accurate traverse of subdivision boundaries with true angles and distances.
  - (b) Municipal, town, county and special district boundaries referenced to the subdivision survey by true angles and distances.
  - (c) Accurate dimensions to nearest hundredth of foot.
- (2) Letters in appropriate cases directed to the Chairman of the Planning Board, signed by a responsible official of the State Department of Transportation or County Public Works Department, approving proposed construction on state or county rights-of-way and indicating that the necessary permits have been issued by their office, or submit a copy of permit.
  - (3) Such other certificates, affidavits, endorsements or agreements as may be required by the Planning Board in the enforcement of these regulations.

\* NOTE: Submission requirements [ §§ 88-12F(3)(d) and 88-14A(2) ] may be waived by the Planning Board prior to final plat approval, said requirements in such event to be required to be a condition of approval pursuant to § 88-10. The Planning Board may decide that, where the original parcel exceeds five acres, only the acreage relevant to the subdivision need be surveyed. [Amended 2-12-1992 by L.L. No. 5-1992]

617.20  
**Appendix B**  
**Short Environmental Assessment Form**

**Instructions for Completing**

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 - Project and Sponsor Information</b>			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		NO	YES
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:		NO	YES
3.a. Total acreage of the site of the proposed action?		_____ acres	
b. Total acreage to be physically disturbed?		_____ acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		_____ acres	
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____			
<input type="checkbox"/> Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations?	<b>NO</b>	<b>YES</b>	<b>N/A</b>
b. Consistent with the adopted comprehensive plan?			
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	<b>NO</b>	<b>YES</b>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	<b>NO</b>	<b>YES</b>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	<b>NO</b>	<b>YES</b>	
b. Are public transportation service(s) available at or near the site of the proposed action?			
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?			
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	<b>NO</b>	<b>YES</b>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	<b>NO</b>	<b>YES</b>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	<b>NO</b>	<b>YES</b>	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	<b>NO</b>	<b>YES</b>	
b. Is the proposed action located in an archeological sensitive area?			
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	<b>NO</b>	<b>YES</b>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____			
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	<b>NO</b>	<b>YES</b>	
16. Is the project site located in the 100 year flood plain?	<b>NO</b>	<b>YES</b>	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES	<b>NO</b>	<b>YES</b>	

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____	NO	YES
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>		
Applicant/sponsor name: _____		Date: _____
Signature: _____		

**Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2.** Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		



	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

**Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3.** For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

---

Name of Lead Agency \_\_\_\_\_ Date \_\_\_\_\_

---

Print or Type Name of Responsible Officer in Lead Agency \_\_\_\_\_ Title of Responsible Officer \_\_\_\_\_

---

Signature of Responsible Officer in Lead Agency \_\_\_\_\_ Signature of Preparer (if different from Responsible Officer) \_\_\_\_\_

## DISCLOSURE STATEMENT

Pursuant to the requirements of General Municipal Law Article 5-K, Section 809, an applicant seeking local approval for a planning or zoning action is obligated to disclose the name, residence and the nature and extent of the interest that any officer or employee of the municipality may have with the applicant.

An officer or employee of the municipality is deemed to have an interest in the applicant, when he/she, his/her spouse, their brothers, sisters, parents, children, grandchildren or the spouse of any of them

- a) is the applicant, or
- b) is an officer, director, partner or employee of the applicant, or
- c) legally or beneficially owns or controls stock of a corporate, applicant or is a member of a partnership applicant or association applicant, or
- d) is a party to an agreement with such an applicant, express or implied, whereby he/she may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition or request.

---

I, \_\_\_\_\_, the applicant for local approval of a planning or zoning action in the Town/Village of \_\_\_\_\_, hereby disclose one of the following (check one):

\_\_\_ 1. No officer or employee of the local agency from which approval is sought has an interest in the applicant.

\_\_\_ 2. There exists an interest in the applicant by at least one officer or employee of the local agency from which approval is sought. These interests are as follows:

NAME	RESIDENCE	NATURE OF INTEREST
a.		
b.		
c.		