


**PROCEDURE FOR COMPLETING
TOWN OF GARDINER
PLANNING BOARD
APPLICATION FOR LOT LINE REVISION**

Lot line revision is the adjustment of the property line between two adjoining parcels which does not result in the creation of a new buildable lot, but is intended to be used in conjunction with and as part of an existing lot. A lot line revision is not a subdivision and the amending map may be signed after sketch review and lot line revision approval upon submission of the map in final form for filing. All property owners must sign the consent to file note.

1. Submit a sketch plan (at least four copies) showing the basic proposed layout.
2. Complete the application for Lot Line Revision and checklist (Type or print legibly). Have application notarized and return packet (at least 5 copies) to the Town Hall. Digital copies of full application materials and all required attachments should also be submitted as pdf files to gardinerplanning@gmail.com
3. Submit a check made payable to the Town of Gardiner in the amount of \$200.
4. Address a plain #10 self-stamped envelope to each property owner within 250 feet of the boundary lines. The return address on each envelope should be just your name. The remainder of the return address will be the Town of Gardiner address and will be completed by the Clerk of the Planning Board. Applicant should attain an updated list of neighboring land by contacting the Assessor's Office. Include a copy of the mailing list with your application.

Your Name Only	
	Neighbor Name Mailing Address
own, ST Zip	T

5. The Planning Board requests technical review and analysis of the proposed sketch plan by the Town designated Consultant and/or Engineer for the Town or other authorized persons. The applicant shall reimburse the Town for the professional fees required in accordance with said review(s).
6. For an application to be placed on the Planning Board agenda all of the above must be submitted to the Planning Board Clerk as per the Submission Schedule that is posted on the Town of Gardiner web site. There are no exceptions.
10. If there are any further questions concerning these procedures, please refer to the Code of the Town of Gardiner § 188 Subdivision of Land (attached), or call the Clerk of the Planning Board, at (845) 255-9675 ext. 108.

**TOWN OF GARDINER
PLANNING BOARD
Application for Lot Line Revision**

(Accompanied by copies of the plat plan and Lot Line revision fees)

1. Lot line revision for lands owned by _____.
2. Tax # Section _____ Block _____ Lot _____
3. Zoning District _____
4. Name of applicant(s) _____ Phone () _____
Address _____
Email _____
5. Owner of record _____ Phone () _____
Address _____
6. Engineer _____
Address _____
7. Land Surveyor _____
Address _____
8. Subdivision Location: On the _____ side of _____
9. Postal Delivery area _____ School District _____
10. Total acreage _____ Number of lots _____
11. Is any waiver of requirements from the Subdivision Regulations requested? _____

List all conditions holdings and all other holding in the same ownership in the Township, indicating size and location of such holdings.

Attached hereto is an affidavit of ownership indicating name of previous owner, the dates the respective holdings of land were acquired, together with the libber and page of each conveyance into the present owner as recorded in the Ulster County Clerk's Office. This affidavit shall indicate the legal owner of the property and the date the contract of sale was executed. **IN THE EVENT OF CORPORATE OWNERSHIP:** a list of all directors, officers, and stockholders of each corporation must be attached.

STATE OF NEW YORK)
COUNTY OF ULSTER : SS:
TOWN OF GARDINER)

I, _____ hereby depose and say that all the above statements and the statements contained in the papers submitted herewith are true.

Name _____

Mailing Address _____

SWORN to before me this

_____ day of _____ 20_____

Date received by the Planning Board _____

TOWN OF GARDINER PLANNING BOARD
Subdivision/Lot Line Change Checklist

The following checklist items shall be incorporated on the Subdivision Plan or lot line revision prior to consideration for being placed on the Planning Board Agenda. This list is provided as a guide only for the convenience of the applicant. The Town of Gardiner Planning Board may require additional notes or revisions prior to granting approval.

1. ____ Complete Application Form (Original Copy). Sign and Notarize.
2. ____ Complete Agricultural Data Statement (if the property is within an Agricultural District containing a farm operation or within 500 feet of a farm operation located in an Agricultural District)
3. ____ Complete Applicant/Owner Proxy Statement (Original)
(MUST HAVE IF APPLICABLE)
4. ____ Complete Short EAF (Unless instructed to prepare Full EAF).
(Original and two copies)
5. ____ Fees as required, payable to the Town of Gardiner
(See Application Procedure Form for required fees)

SKETCH PLAN – MAJOR/MINOR SUBDIVISIONS & LOT LINE CHANGE

1. ____ Submit 4 copies
2. ____ Name and address of Applicant.
3. ____ Name and address of Owner or Subdivider.
4. ____ Name of Preparer.
5. ____ Subdivision name and location.
6. ____ Location Map at a scale of 1 inch = 2,000 ft. _____
7. ____ Title, date, scale the plat is drawn to (no more than 1 inch = 100 ft) and North arrow.
8. ____ Designation (in title) if submitted as sketch plan, preliminary plan or final plan.
9. ____ Include existing or proposed easements and other land use restrictions.
10. ____ Sketch of proposed area to be subdivided, proposed layout, roads, lots, etc.
11. ____ **FOR MAJOR/MINOR SUBDIVISION LOCATED IN SP-2 OR SP-3 ZONING SUBDISTRICTS:** Conservation Analysis per 220-12A of Zoning Law