

Property Line Adjustment Application

(To Be Filled Out by the Involved Property Owners)

This is an application to change the property line(s) between adjacent parcels while not creating any new parcels.

A Property Line Adjustment is sometimes used to resolve a property line dispute. In other cases, the involved property owners seek to mutually alter the dimensions of their properties so that an existing building, field or access road, for example, can be part of the adjacent parcel. In some cases, the intent is to simply enlarge the area of one of the parcels to meet the needs or desires of that property owner.

This permit, if approved, only authorizes the transfer of land between adjacent property owners and does not authorize any construction or other activities on those parcels that require separate approval under the Berne Zoning Code.

The property owners of the involved parcels are responsible for providing all of the following information in order for the application to be considered by the Berne Planning Board.

All of the following information must be submitted to the Planning Board Secretary at the Berne Town Hall at least 14 days prior to the next regular Planning Board meeting in order for it to be placed on the Planning Board's meeting agenda. Please print the following for each involved parcel:

All Property Owner(s):

Name(s) _____

Street: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Tax map parcel #: Section _____ Block _____ Lot _____

Name(s) _____

Street: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Tax map parcel #: Section _____ Block _____ Lot _____

Name(s) _____

Street: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Tax map parcel #: Section _____ Block _____ Lot _____

1. Describe the purpose(s) of the property line adjustment(s):

2. Prepare a Surveyed Property Line Adjustment Plan that meets these criteria as follows:

The plan shall be based on a survey prepared by a NYS licensed land surveyor of the subject parcels, preferably not less than 200 feet to the inch, to enable the entire two parcels to be shown on one sheet. The plan shall show the following information:

- A. The existing property lines in distance and bearing of all parcels involved in the proposed property line adjustment(s).
- B. The proposed new property lines in distance and bearing and indicate in square feet or acres the size (area) of the change.
- C. All existing structures, wooded areas, streams and other significant physical features, within the portion to be adjusted and within 200 feet thereof.
- D. The name of the owner and of all adjoining property owners as disclosed by the most recent municipal tax records.
- E. The Tax Map sheet, block and lot numbers.
- F. The existing utilities and streets within close proximity to the proposed property line adjustment.
- G. All existing restrictions on the use of land, including easements, covenants, or zoning lines.

Attach as a required part of this application all of the following:

- ATTACHMENT A** - a copy of the current deed of each parcel involved in the property line adjustment
- ATTACHMENT B** – a Property Line Plan that meets the above stated requirements
- ATTACHMENT C** – a completed Short EAF Part 1 Form (*use the new NYS DEC form for 2019*)
- ATTACHMENT D** – a description of all existing and proposed easements, rights-of-way, or other restrictions of the use of the land for all involved parcels
- ATTACHMENT E** – a copy of the signed receipt from the Building and Zoning Administrator or the Planning Board Secretary that the required application fee has been paid
- ATTACHMENT F**- a completed and signed copy of the Town of Berne Planning Board Site Visit Form
- ATTACHMENT G** - a copy of the signed Lot Line Adjustment Checklist
- ATTACHMENT H**- a AG Data sheet Filled out and Signed
- ATTACHMENT I**- *a Albany County Planning Board Referral Sheet*

Note: copies of blank Attachment forms C, E, F, and G, H and I are available at Town Hall and on the Town's website

Signature(s) of all current Land Owner(s) (required):

Date: _____

To be completed by Planning Board Secretary:

Note: The application shall not be accepted unless all the required information is provided, including all listed attachments.

Date application received and stamped in: _____

Assigned Lot Line Adjustment Application IPS Number: _____