

CHANGE OF LOT LINE APPLICATION GUIDELINES



**TOWN OF GREECE
MONROE COUNTY, NEW YORK**

August 2022

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PURPOSE: The purpose of these guidelines is to establish a procedure for making Change of Lot Line applications. The Change of Lot Line process is reserved for relocation of existing property lines, or combination of lots in such a way that no new or additional lots are created. Applications that do not conform to these guidelines are considered incomplete and may not be accepted.

APPLICATION DEADLINES: There is no deadline for application submittal. Change of Lot Line applications typically are processed in three to four weeks.

APPROVAL OF CHANGE OF LOT LINE: The Change of Lot Line is in most cases an administrative review and approval process but can be referred to the Planning Board by staff. After an application is accepted, and the proposed plat is distributed to and reviewed by various town departments, a final reproducible version of the plat may be signed by an authorized representative of the Planning Board such as the Chairperson or Planning Board Clerk. After obtaining any other necessary signatures (at times these require approval by the Monroe County Health Department and/or Department of Transportation) the approved plat may be filed in the Office of the Monroe County Clerk. Prints of the approved plat with Liber and Page of filing indicated must be returned to the town to close out the file.

GENERAL APPLICATION REQUIREMENTS

- A. Application form: The application form must be ***printed in color***, using the latest version (available at Town Hall or on the Town's website). The application form must be signed by the applicant and notarized. The Applicant may be the property owner or another person or entity having proper permission from the property owner such as a letter of permission signed by the property owner or an executed sale contract. Application forms may not be signed by a design professional or attorney on behalf of the applicant.
- B. Number of drawings required for complete application: Seven (7) prints, ***folded*** to a size not larger than 9 inches x 12 inches.
- C. Applications must include a completed application checklist (attached), along with all applicable materials noted on the checklist. If you are unsure of which specific materials need to be included, contact the Planning Board Secretary.
- D. Fee. See fee schedule. (*Where construction is proposed, additional application fees and/or approvals may be required.*)
- E. SEQRA (State Environmental Quality Review Act): Complete applications must include the Short Environmental Assessment Form ("EAF").
- F. Letter of intent: The letter of intent shall include basic project information including proposed use, total acreage, proposed and existing access.
- G. It is the responsibility of the Applicant to determine if the project area is constrained by regulated wetlands, flood zones, coastal erosion hazard areas, or any other special districts that may exist on the property. Applications lacking a definitive representation

of these areas may be considered incomplete. In all cases, these boundaries are subject to approval by the regulating agency.

SPECIFIC DRAWING REQUIREMENTS (additional information may be required)

A. Drawing title block:

- 1) Project title, and street address.
- 2) Property owner's name and address; applicant's name if different from owner's.
- 3) Developer's name and address.
- 4) Seal and signature of the owner/developer's licensed design professional.
- 5) North arrow and plan scale.
- 6) Watershed name.
- 7) Original date and last revision date; revisions listed.
- 8) Tax account numbers for existing parcels.
- 9) Total acreage and number of lots proposed.
- 10) Zoning district; required and proposed zoning setbacks, lot area and dimensions, lot coverage, etc.
- 11) Legend.

B. Project location map:

- 1) Applicant's property under consideration, and entire adjacent holdings.
- 2) Properties, subdivision(s), streets and easements within 500 feet of the applicant's property under consideration.

C. Basic plan elements:

- 1) Existing and proposed property lines on the project site and 100 feet onto adjoining properties. Boundaries plotted to scale with approximate bearings and distances shown. Dimensions shall be indicated in feet; angle measurements in minutes-degrees-seconds.
- 2) Existing and proposed easements, covenants, other legal restrictions on the project site.
- 3) Driveways, curb cuts, and other means of access on the project site, across the road, and 100 feet onto adjoining properties.
- 4) Geometry for adjoining public streets and rights-of-way (including but not limited to right-of-way width, pavement edge, pavement stripping, sidewalks, utilities, monumentation, tie distances, site distances, and topography).
- 5) Named watercourses, including tributary numbers, on the project site and 100 feet onto adjoining properties.

- 6) Regulated hydrologic features including State and Federal wetlands, FEMA Flood Zones, and Coastal Erosion Hazard Areas. All such boundaries are subject to confirmation by the regulating agency.
- 7) Zoning district designations and boundaries for project site and all adjoining lands.
- 8) Land area of each lot in square feet and acres.
- 9) Addresses and lot numbers for the lots involved.
- 10) Setback limits or "buildable area" for each lot.

D. Standard subdivision notes (additional notes may be required):

- 1) Project site exists in the __ zone, as indicated on the Federal Emergency Management Agency's Flood Insurance Rate Map, dated August 28, 2008. *(Additionally, the boundaries and boundary designations shall be added to the plan).*
- 2) This [re]subdivision map is for conveyance purposes only; no new construction is proposed. Approval of this map does not supersede any other conditions imposed by the Town of Greece or any other agency. Additional Town of Greece approvals must be obtained before any future construction.
- 3) No building permits shall be issued for any of the lots in this subdivision unless and until this final plat has been recorded in the Office of the Monroe County Clerk. The Liber and Page at which this final plat is recorded in the Office of the Monroe County Clerk shall be indicated on the approved, signed copies of this final plat that are submitted to the Town.

E. Approval signatures:

- 1) Planning Board 3-inch wide x 3-inch high empty block or graphic of an empty signature block provided by the town.