

**Town of Greenport Planning Board
Lot line Adjustment Application**

Date submitted: _____

Information Regarding Lot A

Address of Property _____

Tax Parcel Number _____

Owner of Lot A _____ Phone # _____

Owner's Address _____

Signature of Owner _____ Date _____

Information Regarding Lot B

Address of Property _____

Tax Parcel Number _____

Owner of Lot B _____ Phone # _____

Owner's Address _____

Signature of Owner _____ Date _____

Information Regarding Lot C

Address of Property _____

Tax Parcel Number _____

Owner of Lot C _____ Phone # _____

Owner's Address _____

Signature of Owner _____ Date _____

(If four or more lots are involved, attach additional sheets)

Licensed Land Surveyor or Civil Engineer

Name _____ Phone # _____

Address _____

Signature _____ Date _____

Reason for the Requested Lot Line Adjustment

What is a lot line adjustment?

A lot line adjustment is the realignment of property lines between two or more existing adjacent parcels where the land taken from one parcel is added to an adjacent parcel and where no new lots are created.

Instructions for Filing a Lot Line Adjustment Application

Please complete the attached application and return it, in person to the Greenport Planning Board, along with the following items: (incomplete applications will not be accepted)

1. Nine (9) copies of the following:
 - **Application:** Completed Lot Line Adjustment Application – copy is attached.
 - **Recorded Deeds:** Copies of the latest recorded deeds to the properties, in their current configuration.
 - **Deed Descriptions:** Written descriptions of each new parcel to be created.
 - **Completed Agricultural Data Statement:** A copy is attached to this application.
2. Fifteen (15) copies of the survey map, prepared by a NYS Licensed Land Surveyor or Civil Engineer authorized to practice land surveying pursuant to the NYS Education Law, indicating the existing lot lines as well as the proposed adjusted lot line on a scale no smaller than one inch equaling 100 feet. If more than one sheet is needed, a key map showing all subject parcels is required. The plan shall be on a minimum of an 11" x 17" paper. The plot plan shall state, Lot Line Adjustment for (insert the names of the owner(s) of both parcels or other suitable title).
3. A check made payable to the Town of Greenport in the amount of \$250.00
4. A digital copy of all information in PDF format on disk or thumb drive.

The application and attachments must be submitted 15 days prior to the monthly Planning Board meeting in order to be included on that month's agenda. The regular Planning Board meeting is held on the 4th Tuesday of each month.