
Town of LeRay

Lot Line Adjustment Application

For: _____

Contact Morgan Melancon with any questions:
(315) 629-4052 or clerk@townofleray.org

Revised July 2023





Town of LeRay

LOT LINE ADJUSTMENT APPLICATION

OFFICE USE ONLY

\$50 Application Fee
 \$100 Fee for Special Meeting

Cash Card Check
 Check #: _____ Receipt #: _____

Date Submitted: _____ Date Paid: _____ Received By: _____

Zoning District Classification:
 AR R-1 MU CC PD MED MHO Well Head Protection Zone

A **Lot Line Adjustment** is a transfer of land from one property owner to another intended to increase the size of one lot while decreasing the size of the lot from which it is transferred without, however, creating any new lots.

Lot line adjustments are subject to review administratively by the Planning Board unless any of the follow conditions is present. **If any of these conditions is present, then the application is processed as a major or minor subdivision.**

- (1) Any parcel will be reduced by more than 50% in area or increased by more than 100% in area.
- (2) The action involves more than four parcels.
- (3) In a lot line adjustment, a conforming lot cannot be made nonconforming.
- (4) The action involves lands determined to be environmentally sensitive, or it is a Type I action pursuant to SEQRA.
- (5) Any involved parcel was the subject of a lot line adjustment within the previous three years as measured from the date of filing of the adjusted plats.

Lot Line Adjustment Application Checklist

A Complete Application must have the following:

- A completed application (10 copies)
- A current deed and any easements affecting property (10 copies)
- A deed description (10 copies)
- (x3) Full size **stamped** originals of the plat map **AND** (x7) 11” x 7” copies of the plat map; **OR**
 - (x10) Full size **stamped** originals of the plat map
 ** see page 7 for a detailed Plat Map checklist
- The fee for application submission

Additional Items you May Need: (unless exempt by the Planning Board)

- A Letter of Authorization (10 copies)

Other attachments deemed pertinent by the applicant (please list):

1. _____
2. _____
3. _____
4. _____

Contact Information

Applicant Name: _____ Title: Mr. Mrs. Ms. Miss.

Company Name (if applicable): _____

Email: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

You are the: Owner Tenant Contractor Other, explain: _____

Would you like to be notified of project information (i.e., meetings, mailed correspondence, emails)? Yes No

Property Owner Name (if different from applicant): _____

Title: Mr. Mrs. Ms. Miss. Business Name (if applicable): _____

Email: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Would you like to be notified of project information (i.e., meetings, mailed correspondence, emails)? Yes No

Contact Person Name: _____ Title: Mr. Mrs. Ms. Miss.

Company Name (if applicable): _____

Email: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

You will be notified of correspondence for all project information.

Licensed Engineer, Architect, or Land Surveyor Name: _____

Title: Mr. Mrs. Ms. Miss. Business Name (if applicable): _____

Email: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Would you like to be notified of project information (i.e., meetings, mailed correspondence, emails)? Yes No

Additional contact to be notified of project information: (optional)

Name: _____ Title: Mr. Mrs. Ms. Miss.

Email: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Description of Action – Parcel A

The amount of property to be transferred is labeled as Parcel “C” and equals _____ acres.

We the undersigned hereby swear that Parcel “C” will be taken from Parcel “A” and added to Parcel “B”, and no new lots will be created by this action. Also, Parcel “C” cannot be conveyed separately from the tract to which it is added unless resubmitted as a subdivision and approved by the Town of LeRay Planning Board. We the undersigned also agree to send a new copy of the new deed confirming the transfer and the combining of Parcel “C” and Parcel “B”.

Parcel A (Sender)

Tax Parcel #: _____ Current Acres: _____

Parcel Address: _____

Owners Signature

Date

Print Name

Acknowledgements

Signature of person(s) appearing before the notary

State of New York
County of Jefferson

On this _____ day of _____ in the year 20____ before me, a Notary Public in and for the State and County aforementioned, appeared _____, known to me, or provided to me on the basis of satisfactory evidence, to be the individual(s) described in and who executed the foregoing instrument and acknowledged that he/she/they executed the same for the purposes therein contained.

Notary Public

Description of Action – Parcel B

The amount of property to be transferred is labeled as Parcel “C” and equals _____ acres.

We the undersigned hereby swear that Parcel “C” will be taken from Parcel “A” and added to Parcel “B”, and no new lots will be created by this action. Also, Parcel “C” cannot be conveyed separately from the tract to which it is added unless resubmitted as a subdivision and approved by the Town of LeRay Planning Board. We the undersigned also agree to send a new copy of the new deed confirming the transfer and the combining of Parcel “C” and Parcel “B”.

Parcel B (Receiver)

Tax Parcel #: _____ Current Acres: _____

Parcel Address: _____

Owners Signature

Date

Print Name

Acknowledgements

Signature of person(s) appearing before the notary

State of New York
County of Jefferson

On this _____ day of _____ in the year 20____ before me, a Notary Public in and for the State and County aforementioned, appeared _____, known to me, or provided to me on the basis of satisfactory evidence, to be the individual(s) described in and who executed the foregoing instrument and acknowledged that he/she/they executed the same for the purposes therein contained.

Notary Public

Town of LeRay

LETTER OF AUTHORIZATION

Let it be known that _____ has been retained to act as agent to perform all acts for my application at the property identified below.

These acts include: (please initial all the acts you are authorizing)

- _____ Pre-application conferences with Town staff, filing applications and/or other required documents relative to all Planning Board applications
- _____ Main point of contact for Town staff
- _____ Agent will be contacted on all matters instead of the owner
- _____ Attend all Planning Board meetings on my behalf

Tax Parcel #: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Property Owners(s)

Signature:

Print Name:

Date:

Signature:

Print Name:

Date:

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Agent

Signature:

Print Name:

Date:

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

This page is left blank on purpose.

Town of LeRay

LOT LINE ADJUSTMENT PLAT CHECKLIST

- The below checklist is supplied as a guide and is not meant to be all-inclusive. Failure to provide any of the above, however, may be grounds for disapproval of the Lot Line Adjustment Application.
- For Lot Line Adjustment Procedure, see the Town of LeRay Municipal Code, Chapter 135-4.
- Drawings and drawing contents shall be stamped and signed by a New York State licensed professional engineer, registered architect and/or registered landscape architect, and shall include the following:

The Lot Line Adjustment plat Requirements as Follows:

It is in the applicant's best interest to review and initial the following information to ensure all items have been completed.

1. The location of that portion which is to be subdivided in relation to the entire tract, and the distance to the nearest existing street intersection.
Plat Map preparers initials: _____
Applicants' initials: _____
2. The approximate location of all existing structures, wooded areas, streams and other significant physical features, within the portion to be subdivided and within 200 feet thereof. If topographic conditions are significant, contours shall also be indicated at intervals of not more than 10 feet.
Plat Map preparers initials: _____
Applicants' initials: _____
3. The name of the owner and of all adjoining property owners as disclosed by the most recent municipal tax records.
Plat Map preparers initials: _____
Applicants' initials: _____
4. The tax map sheet, block, and numbers, if available.
Plat Map preparers initials: _____
Applicants' initials: _____
5. All the utilities available, and all streets which are either proposed, mapped, or built.
Plat Map preparers initials: _____
Applicants' initials: _____
6. The proposed pattern of lots, including lot width and depth, street layout, recreation areas, systems or drainage, sewerage, and water supply within the subdivided area.
Plat Map preparers initials: _____
Applicants' initials: _____
7. All existing restrictions on the use of land, including easements, covenants, or zoning lines.
Plat Map preparers initials: _____
Applicants' initials: _____
8. Deed descriptions.
Plat Map preparers initials: _____
Applicants' initials: _____