

**TOWN OF GARDINER  
PLANNING BOARD  
PROCEDURE 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 form. Have application notarized and return the packet (at least five copies of plan).
3. Submit a CHECK (made payable to the Town of Gardiner) in the amount of \$150.00.
4. Address a plain #10 self stamped envelope to each property owners within 250 feet of the boundary lines. List of property owners can be compiled with assistance from the Assessor's Office. The return address on each envelope should be just your name. The remainder of the return address will be the Town of Gardiner address will be completed by the Town.
5. The Planning Board requests technical review and analysis of the lot line adjustment of its Planning Consultant and/or Town Engineer 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 monthly agenda **all paper work needs to be received no later than ten working days prior to the meeting** for the month's Planning Board meeting. (Planning Board meets every third Tuesday and carried over to the fourth Tuesday of the month).
7. If there are any further questions concerning these procedures, please contact Clerk of the Planning Board Margarete Wagner at (845) 255-9675 ext. 108.

approval of a preliminary plat of such proposed subdivision if such preliminary plat has been so approved.

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**OFFICIAL DATES OF SUBMISSION** — The dates when a sketch plan, preliminary plat or final plat shall be considered submitted to the Planning Board, hereby defined to be the date of the regular monthly meeting of the Planning Board at least 10 days prior to which all required surveys, plans, data and fees are filed with the Chairman or other authorized person of the Planning Board.

**OFFICIAL MAP** — The map established by the Town Board pursuant to § 270 of the Town Law, showing streets, highways, parks and drainage, whether existing or proposed.

**OPEN SPACE** — Land which could remain forever wild; be free of man-made developments.

**PLANNING BOARD** — The Planning Board of the Town of Gardiner.

**PRELIMINARY PLAT** — A drawing prepared in a manner prescribed by these regulations, showing the layout of a proposed subdivision, including but not restricted to road and lot layout and approximate dimensions, key plan, topography and drainage, all proposed facilities unsized, including preliminary plans and profiles, at suitable scale and in such detail as these regulations may require.

**RESUBDIVISION** — Any change in the plat of a subdivision which has previously been filed in the office of the County Clerk.

**SKETCH PLAN** — A freehand diagram showing the general features of a proposed subdivision in accordance with these regulations.

**STREET** — A right-of-way for vehicular traffic, including road, avenue, lane, highway, or other way which is an existing public way or a way shown upon a subdivision plat approved by the Planning Board as provided by Town Law, or on a plat duly filed and recorded in the office of the County Clerk.

**STREET, MAJOR** — A street which serves or is designed to be used primarily for fast moving traffic or large traffic volume.

**STREET, MINOR** — A street intended to primarily provide access to abutting property.

**STREET, SECONDARY** — A street which serves or is designed to connect minor streets to the major street system.

**SUBDIVIDER** — Any person, firm, corporation, partnership, or association who shall lay out any subdivision or part thereof as defined herein, either for himself, herself or others.



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, the contract 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 \_\_\_\_\_ 200\_\_

Date received by the Planning Board \_\_\_\_\_