



www.shandaken.us

P.O. Box 134, 7209 Rte. 28, Shandaken, NY 12480

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Justice Court: (845) 688-5005
Assessor: (845) 688-5003
ZBA/ZEO/Planning: (845) 688-5008
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INFORMATION AND REQUIREMENTS FOR LOT LINE ADJUSTMENTS

PLEASE NOTE: The following is a guide and is not intended to replace the actual provisions of the Subdivision Regulations, which stipulate that the division of a parcel of land requires the approval of the Planning Board, acting on an application submitted by the owners and following their inspection and review of plats and other required documents and the holding of a Public Hearing if the Planning Board so orders. Copies of §105 (subdivision regulations) and §116 (zoning regulations) are available in booklet form from the Shandaken Town Clerk's office.

THE APPLICATION PACKET: The applicant should complete a Lot Line Adjustment Application form, Part 1 of the short Environmental Impact Form, and attach a sketch plan (which may be prepared by the owners) showing the basic layout of the property and the proposed adjustment. The drawing should include Zoning and Flood Plain lines, adjacent owners, existing easements and restrictions as well as those proposed. Further information regarding setbacks, topography, grades, drainage, water supply, sewage disposal and storm water runoff may also be required. The original application packet, plus eight (8) copies of the complete application packet should be submitted to the Planning Board office at least ten (10) days PRIOR to the Planning Board's regular monthly meeting.

If more than two (2) properties are involved, be sure that the list of additional owners and parcel transfer information to/from each lot is copied as part of each completed application packet.

REPRESENTATION: While only one owner or representative needs to be present at the conference or subsequent meetings, any absent owner(s) must provide notarized letter(s) of authorization for the representative to act in his/her behalf.

FEE: The application fee for a Lot Line Adjustment is fifty dollars (\$50.00) per application sought, payable to the Town of Shandaken.

PLANNING BOARD MEETINGS: Scheduled monthly meetings are held on the second Wednesday of each month at 7:00PM at the Shandaken Town Hall on Route 28. Workshop meetings are held on the last Wednesday of the month. Requests for inclusion of an item on the agenda should be made at least ten (10) days PRIOR to the monthly meeting.

FINAL PLAT: Within thirty (30) days of approval of a preliminary plat, a FINAL PLAT (if not already submitted and approved) must be provided to the Board for final approval and signatures. It should consist of one mylar copy, plus a minimum of eight (8) additional copies of any of the following dimensions: 8 ½ x 11, 17 x 22, 22 x 34, or 24 x 44 inches. Within forty-five (45) days of submission of the Plat in final form, the Planning Board shall, by resolution, conditionally approve (with or without modifications), disapprove or grant final approval and authorize the signing of the plat. The town will retain four (4) signed copies of the plat, and return the signed mylar plus two (2) signed copies with the Ulster County Clerk's office. Failure to complete this last step within thirty (30) days will invalidate Planning Board approval, and the entire process will have to be repeated.

PLANNING BOARD OFFICE: The Shandaken Building/Planning/Zoning office hours are Monday – Thursday from 9 am to 3 pm.