

LAND ANNEXATION/LOT LINE ADJUSTMENT

Planning Board

Town of Westerlo, New York

You should use this application if you seek to simultaneously divide, transfer and consolidate land between adjacent property owners (even if you own all parcels of property involved in the transfer). Such division, transfer and consolidation shall not be considered a subdivision with the meaning of the Subdivision Regulations of the Town of Westerlo, and shall be exempt from the requirement of the Town's subdivision regulations, provided such division of land **does not**

(a) create a new lot; or

(b) reduce the size of any existing lot area, dimensions or building setbacks below the minimum requirements for the zoning district, as provided by the Town Zoning Law, in which the lot is located.

The purpose of this exemption from the Subdivision Regulations is to assist property owners that want to preserve lot sizes, add to their existing parcels and promote the preservation of open space.

---

\*\*Your Annexation/Lot Line Adjustment Application shall be deemed complete, and will be submitted to the Planning Board for review upon submission of the following to the Zoning Administrator for the Town of Westerlo:

- ❖ a complete Annexation Application
- ❖ a professional surveyor's map delineating the current subject parcels of land, the land to be divided and transferred, and the resulting consolidated lots
- ❖ a copy of deed for all parcels of property involved in the annexation/lot line adjustment
- ❖ if the applicant is to be represented by an attorney or agent, a letter authorizing the agent to act on the applicant's behalf, dated within six months and signed by the applicant
- ❖ a fee of [REDACTED] \$50.00

You, or your representative, are **required** to attend the Planning Board meeting at which your Annexation/Lot Line proposal is scheduled to be discussed.

\*\*Upon approval of the proposed annexation by the Planning Board, you or your attorney must provide the following to the Planning Board Attorney for review and approval:

- proposed deeds for the parcel to be divided, and the consolidated parcel

\*\*Upon receipt by the town assessor of the consolidated deed, you will be required to complete a tax merger request to combine the two parcels into one tax lot. Failure or refusal to do so will invalidate the approval of the annexation and will result in an illegal subdivision.

## APPLICATION

### *Applicant information*

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_

Relationship of Applicant to Property proposed to be Annexed:

\_\_\_\_\_ Owner      \_\_\_\_\_ Contract Vendee\*      \_\_\_\_\_ Other (describe) \_\_\_\_\_  
*(please provide copy of contract  
With application)*

If the Applicant is not the owner of the proposed annexed property, please provide the following information with respect to the owner of the property:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
Relation to the Applicant \_\_\_\_\_

If the Applicant is being represented by an attorney or agent, such as a surveyor, please provide the following information:

Name \_\_\_\_\_  
Firm \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_

*\*\*If the applicant is to be represented by an agent, a letter, dated within six months and signed by the applicant authorizing that agency, must accompany the application.*

### ***Proposed annexed Property Information***

The subject property is located in which of the following zoning districts:

\_\_\_\_\_ RR/AD      \_\_\_\_\_ Industrial      \_\_\_\_\_ Hamlet

Physical address of the property to be annexed: \_\_\_\_\_  
\_\_\_\_\_

Tax lot id # for the property to be annexed: \_\_\_\_\_

Total number of acres to be annexed: \_\_\_\_\_

Lot sizes of resulting parcels: parcel 1 \_\_\_\_\_ acres;      parcel 2 \_\_\_\_\_ acres

Streets, routes and roads adjacent to the property: \_\_\_\_\_  
\_\_\_\_\_

Is any of the subject property within 500 feet of a municipal boundary, county highway, state highway or county or state park or recreational area? \_\_\_\_\_  
\_\_\_\_\_

Present or proposed easements or other restrictions on subject property: \_\_\_\_\_  
\_\_\_\_\_

I understand that if the Planning Board determines that I meet the requirements for a land annexation, I, or my representative must submit to the Planning Board attorney a copy of the executed deeds effectuating the transfer of the subject parcel, and the consolidation of that parcel with the adjacent parcel. Such deeds must be in compliance with the survey provided to the Planning Board as part of this application. I further understand that the annexed parcel must be merged with the adjacent parcel to form one tax lot.

( ) Required fee of \$\_\_\_ is attached (payable to the Town of Westerlo)

Dated: \_\_\_\_\_

**Applicant:**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Property Owner:(if different from applicant)**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Please note: If the Applicant is a corporation, signature should be that of an officer of said corporation and the position or title of the officers should be stated.

**\*\*Please use additional sheets if necessary\*\***