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**Village of Ravenna
 Building Department**

Lot Line Adjustment Application

For Zoning/Planning Board Use Only:	
Tax Map Parcel No: _____	Application Number: _____
Received by: _____	Date: _____

INSTRUCTIONS TO APPLICANT:

Complete all parts of this form. No review can begin until all questions have been answered or satisfactorily explained in writing. The Zoning/Planning Board stands ready to help you but you must furnish the information required by law before the Zoning/ Planning Board can take action on your application.

Subdivision Name and Location: _____

Landowner No. 1:	Landowner No. 2:
Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
Phone No. _____	Phone No. _____
Sq. Ft. of Lot No. 1 before adjustment: _____	Sq. Ft. of Lot No. 2 before adjustment: _____
Sq. Ft. of Lot No. 1 after adjustment: _____	Sq. Ft. of Lot No. 2 after adjustment: _____

Zoning Law Requirements	Required	Shown on Plan
a. Minimum lot size:	_____	_____
b. Minimum lot frontage:	_____	_____
Brief Description of lot line adjustment:	_____	

Lot Line Adjustment Application must include:	Yes	No
a. Plat map showing: scale, North arrow, date, title block, & tax parcel numbers.....	<input type="checkbox"/>	<input type="checkbox"/>
b. Plat map showing all contiguous properties with names of owners (including property across any public road).....	<input type="checkbox"/>	<input type="checkbox"/>
c. Completed Environmental Assessment Form (EAF).....	<input type="checkbox"/>	<input type="checkbox"/>
d. Four copies of the plat map, one of which is a Mylar copy acceptable for filing with the county clerk.....	<input type="checkbox"/>	<input type="checkbox"/>
e. The seal of the licensed land surveyor who prepared the plat, over signed in red ink.....	<input type="checkbox"/>	<input type="checkbox"/>

Note to Applicant:

Before you submit this application for approval of a lot line adjustment, MAKE SURE that all applicable requirements of the Village of Ravena Zoning/ Planning Board have been met. No public hearing will be required. All documents must be furnished in form satisfactorily to the Village of Ravena Zoning/Planning Board or a written explanation is given to any items omitted.

The undersigned hereby requests approval by the Village of Ravena Zoning/Planning Board of the identified application for lot line adjustment. I hereby certify that I have completed the application to the best of my ability and have complied with all applicable regulations of the Village of Ravena Zoning. I certify that the application information is complete and I believe all information given to be true.

Signature of Applicant

Signature of Landowner
(If applicant is not landowner)

Date: _____

Date: _____

Sworn to me before this _____ day of _____,

Sworn to me before this _____ day of _____,

Notary Public

Notary Public

FOR ZONING/ PLANNING BOARD USE ONLY

Date

- 1. Sketch Plan submitted to Zoning/Planning Board (optional)..... _____
- 2. Sketch Plan Conference held (optional)..... _____
- 3. Environmental assessment form completed by applicant..... _____
- 4. Determination by the Zoning/Planning Board that the Application for a Reallotment is complete and all required information supplied to the Zoning/Planning Board..... _____
- 5. Referred to Zoning Board of Appeals for are variance (If applicable)..... _____
- 6. SEQR determination made by Zoning/Planning Board..... _____
- 7. Decision made on Application for a **Lot Line Adjustment**
_____ Approved
_____ Disapproved
_____ Conditionally Approved Conditions of Approval: _____

Signature of Zoning/Planning Board Chair

Date

- 8. Notice of decision mailed to applicant..... _____
- 9. If conditionally approved, date conditions were satisfied and final plat approval was granted..... _____
- 10. Plat map filed with county clerk..... _____