



Town of Esopus Planning Board  
Mailing Address: PO Box 700, Port Ewen, NY 12466  
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(845) 339-1811 Ext. 126  
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## Lot Line Application Application Materials

### Contents:

- Application (including list of documents to submit)
- Agent Authorization (if applicant is not owner)
- Meeting & Pre-submission Schedule
- Request for waiver of Public Hearing

Pre-submission review required prior to formal submission of application.

To be placed on the monthly meeting Agenda, complete applications must be submitted to the Planning Board Secretary two (2) weeks prior to the regularly scheduled monthly meeting.



ESOPUS PLANNING BOARD  
ULSTER COUNTY, NEW YORK

LOT LINE APPLICATION

Name of LLA: \_\_\_\_\_

Name & Address of Applicant: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Name & Address of Property Owner(s): \_\_\_\_\_

\_\_\_\_\_ Telephone No.: \_\_\_\_\_

Name & Address of Surveyor/Engineer/Attorney: \_\_\_\_\_

\_\_\_\_\_ Telephone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Site Location: \_\_\_\_\_

Proposed number of lots: \_\_\_\_\_

SBL Nos. for each parcel: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Acreage/Lot Size: \_\_\_\_\_

Well/Septic (private/public): \_\_\_\_\_

Will project require permits from any Federal, State or County agencies? \_\_\_\_\_ If yes, please list agency(ies):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Materials to be submitted:**

**All materials to be provided electronically on a USB drive as well as requisite paper copies**

- Ten (10) copies of sketch or site plan (drawn to scale) \_\_\_\_\_
- Application \_\_\_\_\_
- Application fee (per schedule): \_\_\_\_\_
- Copy of recorded Deed(s) for record owner(s) \_\_\_\_\_
- Authorization for Agent to act (if owner not representing self) \_\_\_\_\_
- Waiver from requirements for Public Hearing pursuant to §107-16 A \_\_\_\_\_



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**AGENT AUTHORIZATION**

Date:

\_\_\_\_\_ is hereby authorized to represent me/us and issue statements on my/our behalf to the Town of Esopus Planning Board during the application review process.

Project Name: \_\_\_\_\_

\_\_\_\_\_  
Signature - owner

\_\_\_\_\_  
Signature - owner

State of New York )  
  ) ss:  
County of \_\_\_\_\_)

On the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, before me, the undersigned notary public, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
Notary Public



<u>MONTH</u>	<u>REGULAR MEETING</u>	<u>PRE-SUBMISSION MEETING</u>	<u>SUBMISSION DEADLINE</u>
JANUARY	JANUARY 9	JANUARY 16	DECEMBER 26
FEBRUARY	FEBRUARY 13	FEBRUARY 20	JANUARY 30
MARCH	MARCH 13	MARCH 20	FEBRUARY 27
APRIL	APRIL 10	APRIL 17	MARCH 27
MAY	MAY 8	MAY 15	APRIL 24
JUNE	JUNE 12	JUNE 19	MAY 29
JULY	JULY 10	JULY 17	JUNE 26
AUGUST	AUGUST 14	AUGUST 21	JULY 31
SEPTEMBER	SEPTEMBER 11	SEPTEMBER 18	AUGUST 28
OCTOBER	OCTOBER 9	OCTOBER 16	SEPTEMBER 25
NOVEMBER	NOVEMBER 13	NOVEMBER 20	OCTOBER 30
DECEMBER	DECEMBER 11	DECEMBER 18	NOVEMBER 27

MEETINGS ARE HELD THE 2<sup>ND</sup> WEDNESDAY OF EACH MONTH AT THE TOWN HALL COMMENCING AT 7:30 P.M.



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Date:

## REQUEST TO WAIVE PUBLIC HEARING

To the Esopus Planning Board:

I would like to request a waiver from the requirements of §107-16 A to hold a public hearing on the lot line adjustment application entitled:

\_\_\_\_\_.

Respectfully Submitted,

\_\_\_\_\_  
Signature of Owner/Agent

§ 107-16 **Procedures for lot line adjustments and minor subdivisions.**

**A.**

**Lot line adjustment.** Where a subdivider proposes an exchange or transfer of land with an adjoining property, the Planning Board may waive the requirements for sketch plan and preliminary plat approval and the public hearing on such proposal only if the following conditions are met:

**(1)**

No additional **lots** will be created;

**(2)**

Such exchange or transfer of lands does not preclude the proper future development, subdivision or resubdivision of the affected properties;

**(3)**

Such exchange or transfer of lands shall not create any new nonconformity with the terms and regulations of the Esopus Zoning Law.

**(4)**

The subdivider(s), within six months after the action on the sketch plan, as set forth in § **107-15E**, has prepared and submitted for approval by the Planning Board a final plat prepared to the specifications set forth in § **107-29** of these regulations, except for plat details that are specifically waived by the Planning Board. If such plat has not been submitted within this time period, the applicant must seek renewal of the sketch plan approved by the Town Planning Board, inclusive of payment of any and all renewal fees.

[Amended 11-19-2009 by L.L. No. 10-2009]

**(5)**

The subdivider(s) has paid the final plat fee as set forth in § **107-30B** of these regulations.

**B.**

Minor subdivisions.

**(1)**

If the subdivision sketch plan is classified by the Planning Board as a minor subdivision, the Planning Board may waive the requirements of filing a preliminary plat and holding a public hearing on a preliminary plat, in which

case a final plat shall be submitted (see § **107-18**) for which a public hearing will be held.

**(2)**

When the Planning Board determines, based on its own motion, or upon a written report by the Engineer for the Planning Board and/or Town Planner, that all of the requirements of a final plat have been met, the Planning Board shall declare the application to be complete and shall officially receive it at the Board's next regular meeting.

**(3)**

Ten copies of the final plat shall then be submitted to the Planning Board within six months of the date of action by the Board on the sketch plan (see § **107-15E**) along with payment of the final plat application fee as set forth in § **107-30B** of these regulations. If such plat has not been submitted within this time period, the applicant must seek renewal of the sketch plan approval by the Town Planning Board, inclusive of payment of any and all renewal fees.

[Amended 11-19-2009 by L.L. No. 10-2009]

**(4)**

The minor subdivision plat shall be prepared to the specifications set forth in § **107-29** of these regulations, except for plat details that are specifically waived by the Planning Board.

**(5)**

Receipt of a complete plat. A plat for a minor subdivision shall not be considered complete until a negative declaration (determination of nonsignificance) has been filed or until a notice of completion of the draft environmental impact statement has been filed in accordance with the provisions of the New York State Environmental Quality Review (SEQR) Act. The time periods for review of a minor subdivision plat shall begin upon filing such negative declaration or such notice of completion.

[Added 11-19-2009 by L.L. No. 10-2009<sup>am</sup>]

**[1]**

*Editor's Note: This local law also provided for the renumbering of former Subsection B(5) through B(8) as Subsection B(6) through B(9), respectively.*

**(6)**

A public hearing on the minor subdivision plat shall be held by the Planning Board within 62 days from the official date of application of the minor subdivision plat. This hearing shall be advertised at least once in the newspaper of general circulation in the Town, at least five days before such hearing. In addition, the Planning Board shall cause notice of such hearing to be mailed to all owners of property adjoining the subject property at least five



days prior to the public hearing. For any minor subdivision for which an agricultural data statement (ADS) has been prepared and submitted to the Planning Board, the Board shall cause notice of the proposed subdivision to be sent to all landowners listed in the ADS, along with a copy of the ADS. This notice shall be sent out in coordination with all other required notices as set forth above.

[Amended 11-19-2009 by L.L. No. 10-2009]

**(7)**

Action on the preliminary plat. The Board's action shall be to approve, approve with modification, or disapprove the preliminary plat within 62 days of either the public hearing if a negative declaration pursuant to SEQR has been made; or within 30 days from the date of filing of a final environmental impact statement. In the event that a complete final environmental impact statement is filed and accepted by a lead agency pursuant to SEQR, the Planning Board must prepare and adopt a findings statement pursuant to SEQR that shall be considered as part of the Board's decision on the preliminary plat. Failure of the Planning Board to act within this sixty-two-day period shall constitute default approval of the preliminary plat.

[Amended 11-19-2009 by L.L. No. 10-2009]

**(8)**

Following approval, the subdivision shall be recorded with the County Clerk within 62 days of the date of approval.

[Amended 11-19-2009 by L.L. No. 10-2009]

**(9)**

Any plat not filed and recorded with the County Clerk within 62 days from the date upon which such plat is approved, or considered approved by reason of the failure of the Planning Board to act, shall become null and void.

[Amended 11-19-2009 by L.L. No. 10-2009]