

# Subdivision or Lot Line Adjustment Application

Town of Clinton  
 PO Box 208 - Clinton Corners, NY 12514  
 (845) 266-5704 (845) 266-5748 Fax Zoning Officer: buildingzoning@townofclinton.com

<b>Request For (circle one)   Subdivision   Lot Line Adjustment   Both</b>
<b>PROPOSED USE (Zoning Law Section 3.2, p. 8-16 or other Section) which needs Site Plan and/or Special Permit:</b>
<b>Grid #(s) of Property: 132400- _____ - _____ - _____ - _____ Property Address/Location:</b>
<b>Landowner Name &amp; Address, Phone: _____ Home/Work/Cell – circle one</b>
<p style="text-align: center;"><b>Applicant(s) -(All Affected Owners Are Applicants)</b></p> <b>Name &amp; Address (if different), Phone: _____ Home/Work/Cell – circle one</b> <b>Name &amp; Address (if different), Phone: _____ Home/Work/Cell – circle one</b>
<b>Surveyor Name &amp; Address (if applicable), Phone: _____ Home/Work/Cell – circle one</b>

## Zoning Administrator Checklist (to be completed by Zoning Administrator) \*

		SUB DIV	LOT LINE
1.	<b>Does the proposed SITE PLAN conform to Zoning Law 4.1?</b>	YES/NO	
2.	<b>Have all zoning violations (if any) on the property been corrected?</b>	YES/NO	
3.	<b>Are needed variances obtained for existing structures?</b>	YES/NO	
4.	<b>Is letter of authorization included if someone else will represent the landowner?</b>	YES/NO	
5.	<b>Is an alternate cluster plan for subdivision included, if required by ZL 5.16.C.2)?</b>	YES/NO	
6.	<b>Is a completed SEQRA Part I included (Short form unless Long-form Required)?</b>	YES/NO	
7.	<b>Has the applicant attached a copy of the assessor property record, (both sides) showing uses of all buildings on the property being subdivided (ZL 7.8.C2)?</b>	YES/NO	
8.	<b>a. Has the attached Subdivision Checklist Part I – Sketch Plan been completed by the applicant, and reviewed to insure completeness?</b>	YES/NO	
	<b>b. Is each item with "No" answer on the Subdivision Checklist specified on the applicant's written request for waivers?</b>	YES/NO	
9.	<b>For Lot Line Adjustment applications, does the application include all of the items required by Appendix C.IV of the regulations?</b>	YES/NO	
10.	<b>Has the required fee been paid? State Amount Paid: \$_____</b>	YES/NO	
11.	<b>Has the applicant submitted illustrative photographs?</b>	YES/NO	
12.	<b>Are there any prior conditions or restrictions on this property?</b>	YES/NO	
13.	<b>Has a printed copy of the Parcel History from IPS/BAS software been attached?</b>	YES/NO	
<b>* If any answer above is "No", the application should not be placed on the agenda</b>			

Contact Planning Board Clerk for Date of Meeting, Fees, and Number of Copies Needed

(845) 266-5704 X115 Clerk: pbzba@townofclinton.com

**I attest that the information herewith, the evidence and all documents, maps and attachments presented are true and accurate to the best of my knowledge.**

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

Date: \_\_\_\_\_

\* NA-Not Applicable, W-Waiver Requested in Writing

Subdivision or Lot Line Adjustment App

**Applicant Name:** \_\_\_\_\_

**Property Location:** \_\_\_\_\_

**APPLICATION REQUIREMENTS CHECKLIST – SUBDIVISION/LOT LINE**

**Note:** Relevant requirements will vary according to the particular use. The applicant should look at each of the items below, and either submit the item ("Yes"), mark the item as (W) = waiver requested from the Planning Board, or mark the item as "Not Applicable (NA)", which item will be reviewed by the Planning Board to determine applicability. The completed Checklist should be submitted for Planning Board Review.

**I. SKETCH PLAN**

	YES	NO/NA/W*
1. Is the proposed subdivision name or identifying title on the Sketch Plan?		
1A. Are the words "Town of Clinton, Dutchess County, New York" on the Sketch Plan?		
2. Does it include the name of the property owners(s) and the authorized applicant if different, from the property owner(s)?		
3. Does it include a Vicinity Map at a scale of one inch equals two thousand feet (1" = 2,000')?		
4. Does it include an Area Map at a scale of one inch equals 400 feet (1" = 400') showing the location of the proposed subdivision with respect to all streets and property within one thousand (1,000) feet of the applicant's parcel and identifying all property in the area held by the applicant?		
5. Is there a general sketch of the proposed subdivision and the surrounding area including layout of lots, with approximate acreage of each lot, roads, open space areas on the site, open space in the surrounding area, sewer and water supply within the area, and systems of drainage?		
6. Does the sketch plan show the following within the portion of the parcel to be subdivided and within two hundred (200) feet thereof?		
General location of existing structures		
Wooded areas		
Streams		
Other significant physical features such as rock outcrops, significant trees, stone walls		
7. Does the sketch plan include the names of all adjoining property owners and all property owners within 200 (200) feet, including property owners across the road from the proposed subdivision?		
7A. Does the property contains a farm operation within an agricultural district or are the boundaries of the property within five hundred (500) feet of a farm operation located in an agricultural district?		
7B. If the answer to question 7A is "yes", has the applicant completed an Agricultural Data Statement containing the name and address of the applicant, a description of the proposed project and its location, and the name and address of all property owners within five hundred (500) feet of the boundary of the property upon which the project is proposed?		
8. Does the sketch plan show all utilities available, whether public or private, which are either proposed, mapped or constructed?		
9. Does the application include information regarding all existing restrictions on the use of land including:		
Easements		
Deed Restrictions		
Non-conforming uses and structures		
Location of zoning district boundaries.		

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**APPLICATION REQUIREMENTS CHECKLIST – SUBDIVISION/LOT LINE**

**I. SKETCH PLAN**

10. Does the sketch plan specify and locate the parcel within:

Certified agricultural district		
Historic District		
Critical environmental area		
Endangered species or archeological area		
Zoning overlay district		
11. Does the sketch plan approximately delineate all sections of land within the subdivision subject to periodic inundation or flooding by storm water and all DEC, Federal or locally regulated wetlands?		
12. Is information on ALL County and State permits required for subdivision plat approval included?		
13. Has written permission for field visits by members of the Planning Board been submitted?		
14. Has a written statement of any requests for specific waivers of these requirements by the Planning Board been submitted?		
15. Are the tax numbers of all parcels to be subdivided included on the sketch plan?		
16. Are conceptual future plans for the parcel, if any, included?		
17. Are any other approvals or permits that are required by the Town, County, State or Federal government included?		
18. Is any other information necessary to explain and/or supplement to the Vicinity Map and Sketch Plan included?		

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**SUBMISSION REQUIREMENTS CHECKLIST – SUBDIVISION/LOT LINE**

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**II. PRELIMINARY PLAT**

	YES	NO/NA/W*
<b>Requirements for sketch plan PLUS:</b>		
1. Information on existing site conditions		
a. Is there a survey certified by a licensed surveyor?		
b. Are the street rights-of-way on the subdivision parcel		
c. Is the location, width, identification, purpose and restrictions upon any other rights-of-way and easements on the subdivision parcel indicated?		
d. Are any drainage structures on the subdivision parcel and within two hundred (200) feet of its boundaries indicated?		
e. Is the location and size or capacity of all other utility structures, such as sewer, water, gas mains and power lines on the subdivision parcel and within two hundred (200) feet of its boundaries indicated?		
f. Are contours indicated as specified in the Town of Clinton Subdivision Regulations? (Appendix C.II.f)		
g. Are all marshes, ponds, streams and all land subject to periodic flooding, or similar unstable conditions on the subdivision parcel or within two hundred (200) feet of its boundaries indicated?		
h. Is the location of rock outcrops, wooded areas, and significant trees, structure, stone walls and other significant existing features indicated?		
i. Have you included tabular data regarding soils characteristics from the USDA Soil Conservation Service soils survey?		
j. Is the information required for Dutchess County Health Department approval included?		
k. Is the property record card filed in the assessor's office (both sides) including the uses as defined in the Zoning Law, of all buildings on the parcel included and the facts affirmed as correct?		
2. Information on proposed site development:		
a. Roads		
(1) Is the name of any new road included and been checked with the Town Clerk to avoid duplication?		
(2) Is the width and location of any roads or public ways shown on the Zoning District Map within or adjacent to the area to be subdivided, together with all proposed roads or public ways included on the Plat?		
(3) Is the right-of-way width indicated?		
(4) Are the tentative centerline elevations at the intersections and at principal changes in gradient indicated?		
(5) Is the tentative centerline gradient in percent of slope indicated?		
(6) Is the computed sight distance at all proposed intersections and other critical points indicated?		

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**SUBMISSION REQUIREMENTS CHECKLIST – SUBDIVISION/LOT LINE**

**II. PRELIMINARY PLAT**

(7) Are the plans and cross-sections showing the proposed location and type of pedestrian walkways, traffic control signs and signals, road lighting standards, road trees, curbs, water mains, sanitary sewers and storm drains included?		
(8) Are the preliminary designs of any bridges which may be required included?		
(9) Are the design and specifications associated with all proposed parking areas included?		
b. Lot Layout		
(1) Are all lot lines and dimensions included and to scale?		
(2) Is the proposed location of driveways and common driveways in full accordance with zoning and highway regulations?		
(3) Are all lot numbers included and all lot areas to the nearest tenth of an acre?		
(4) Are all setbacks and lot width envelope included and drawn to scale?		
c. Easements, Parks, Restricted Areas and Other improvements:		
(1) Are the purpose and restrictions of above items included?		
(2) Are all areas or rights-of-way designated with clear indication of proposed changes in grades and landscaping thereon?		
d. Preliminary storm water drainage system plan:		
(1) Are the drainage structures shown on the Preliminary Plat?		
(2) Is the outline of watersheds tributary to drainage structures shown, including those which extend beyond the boundaries of the subdivision?		
(3) Are storm drainage areas outlined, based on a fifty (50) year storm frequency, as defined in Appendix A of the Subdivision Regulations?		
e. Preliminary Water Supply and Sewage Treatment Systems:		
(1) If public or common facilities are to be provided, are all specifications provided as required in the Public Health Law?		
(2) If private on-site facilities are to be provided, is design data provided consistent with the requirements of the Dutchess County Health Department?		
f. Easements - Are the boundaries and purposes of proposed permanent easements over or under private property shown on the Preliminary Plat?		
g. Covenants, Deed Restrictions and Other Agreements – Is a copy of all covenants, deed restrictions, conservation or other easements included?		
h. Temporary Stakes or Markers		
(1) Are temporary stakes or markers provided?		
(2) If the subdivision is not adjacent to an existing road intersection, is the distance along a road from one (1) corner of the property to the nearest existing road intersection shown?		
3. Is preliminary engineering report detailing the demands on water, sewer, drainage, highways and community services and the methods through which these demands shall be accommodated include?		
4. Is a full or short-form Environmental Assessment Form included, as specified by the Planning Board?		
5. Is information on the status of all applications for County, State or Federal permits included?		
6. Does the Preliminary Plat include a signature block for Planning Board Approval, including the applicant's name and address, tax parcel number, north arrow, scale, date, subdivision name, and words "preliminary Subdivision Plat (or Map)"?		
7. Does the application include other data due to any unique characteristics or by request of the Planning Board?		

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**SUBMISSION REQUIREMENTS CHECKLIST – SUBDIVISION/LOT LINE**

**III. FINAL PLAT**

Lot map of the entire subdivision shall be the same as that required on the Preliminary Plat with the following additions:

1. Lot Layout

a. Is each individual lot identified by a suitable system of consecutive numbers?		
b. Are lot lines with accurate dimensions made and certified by a NYS licensed land surveyor?		
c. Are lot areas for each lot measured accurate to the nearest tenth of an acre?		

2. Survey Data

a. Are accurate parcel boundary lines with bearings and distances shown?		
b. Is there a survey tie-in with accurate bearings and distances to nearest established road monuments or other official monuments, which are within reasonable distance of the property?		
c. Are any special district boundaries which affect the subdivision, such as water or sewer referenced to the subdivision survey by accurate bearings and distances?		
d. Is the length of all straight lines, the deflection angles, radii, length of curves and central angles of all curves, tangent distances and tangent bearings specified for each road?		
e. Are the dimensions accurate to the nearest tenth of a foot?		

f. Monuments and Markers: (1) Is the accurate location of all monuments (existing, proposed, or to be reset) shown? (2) Are the monuments or other suitable markers of the type approved by the Town Planning Board & are they set at all corners & angle points of the boundaries of original tract to be subdivided; and at all road intersections, angle points in road lines, points of curve and such intermediate points as may be required by the Planning Board & Town Highway Specifications?		
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3. Required Improvement Plans and Profiles

a. Is this Final Plat satisfactory to the Town Engineer for setting of performance guarantees and conducting required inspections?		
b. Do the proposed improvements and utilities comply specifically with these Subdivision Regulations and any other applicable Town specifications for such improvements and utilities?		
c. Are the amount of cuts and fill required, and the extent of such cuts and fill, along with slopes crated, shown on the Final Plat?		
d. Is there a Soil Erosion and Sediment Control Plan, if requested?		
e. Do the basic drawing layout requirements, as required, for the Preliminary Plat, also include rights-of-way, gradients, and directional arrows downhill?		
f. Are the designs for water lines, sewers, road, bridges and drainage structures prepared by a NYS licensed professional engineer?		
g. Is the complete drainage system for the entire subdivision, with appropriate development staging for each of the Final Plat sections, shown graphically and related to all existing drainage features, and the drainage report included?		
h. Utility system requirements: (1) Water supply and distribution: (a) Is the location of the proposed well on each lot (N/A for "Permission to File" Final Plats) indicated or, where piped in, is the size of the supply main provided? (b) Is the location and size of all distribution mains provided? (c).Is the location of fire hydrants specified?		

(d) Is the location of control valves specified?

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**III. FINAL PLAT**

2. Sanitary waste disposal systems: (a) Is sanitary sewer system design indicated?		
(b) For each lot as approved by the Health Department, is location and detailed drawing of sanitary disposal system, with reference to house and water supply, indicated (N/A for "Permission to File" final plats)?		
3. Is the location of electric, telephone, cable, gas and other energy-related lines in accordance with Public Service Commission rules and regulations specified? (The Planning Board may require utilities to be placed underground.)		
4. Is the location and description of road lighting and traffic control lights included?		
i. Profile drawing requirements		
1. Are the drawings prepared with horizontal scale of one inch equals fifty feet (1' =50) and vertical scale of one inch equals five feet (1' = 5')?		
2. Do all profiles show the existing natural grades, the typical cross-section of existing or proposed roads, and the centerlines of intersecting roads?		
3. Is the centerline profile of all proposed roads with dimensions on vertical curves, and notations as to gradient and critical elevations shown?		
4. Are detailed plans for bridges, culverts or similar structures shown?		
5. Is the invert profile and location of all storm and sanitary drainage structures in road rights-of-way, drainage or other easements shown?		
j. Recreation and community improvements:		
1. Are landscape plans prepared y a registered landscape architect, architect or professional engineer indicating proposed changes in existing grades and landscaping included?		
k. Is there a final engineering report from the applicant regarding items required in the preliminary engineering report?		
4. Certifications		
a. Is a certification showing that the applicant is the property owner or duly authorized agent of the property owner included?		
b. Are written offers of cession to the Town for all proposed public roads, rights-of-way, easements and open spaces shown on the Subdivision Plat and approved by the Town Attorney?		
c. Is there a certification by the Town Engineer that the applicant has complied with one or both of the following: 1. Have all or part of the improvements been installed in accordance with the requirements of these Subdivision Regulations and with the action of the Planning Board granting approval of the Preliminary Plat? ----- or ----- 2. Has a performance bond or equivalent security been approved by the Town Board and posted to the Town in sufficient amount to assure completion of all required improvements?		
d. Are protective covenants and other appropriate devices in form for recording included?		
e. In appropriate cases, is there a letter directed to the Chairperson of the Planning Board signed by a responsible official of the State Department of Transportation or the Dutchess County highway Department, approving proposed construction and access on State or County rights-of-way? If action or construction affects a Town roadway, is a letter of approval signed by the Town Highway Superintendent included?		
f. Is the endorsement and approval by the Dutchess County Health Department for the plans for all water supply and sewage disposal facilities shown on the Final Plat included, if required?		

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**III. FINAL PLAT**

g. If Dutchess County Health Department approval is not required, is certification by a licensed professional engineer that an approvable individual sewage disposal system location exists on each of the proposed lots and that it is likely that a suitable individual on-site water supply may be developed on each of other proposed lots included and noted on the Final Plat?		
h. Is certification that the applicant has paid the required application fee, recreation subdivision fee, consultant fees and other payments specified in these Regulations included?		
5. Does the Final Plat include a signature block for Planning Board Approval, including the applicant's name and address, tax parcel number, north arrow, scale, date, subdivision name, and words "Final Subdivision Plat (or Map)"?		

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**I. LOT LINE ADJUSTMENTS**

	<b>YES</b>	<b>NO/NA/W*</b>
1. Does the Lot Line Adjustment Plat and supporting documents show the layout of all the lots affected by the lot line adjustment?		
2. Does the plat shall show all lot lines on existing lots (prior to adjustment) and all lot lines on proposed lots (after adjustment)?		
3. Does the plat shall show all information required for a subdivision plat (Include Appendix C Subdivision Checklists – Preliminary and Final Plats of these Regulations, with requested waivers in writing for items considered "Not Applicable") which is relevant to the proposed lot line adjustment(s)? (To be reviewed by the Planning Board)		
4. Are the plats (before and proposed) certified by a surveyor licensed in the State of New York, unless one or both of these requirements is waived by the Planning Board, in which case metes and bounds descriptions of the lots affected by the lot line adjustment(s) will be required?		
4A. Are the affected lot lines to be adjusted surveyed and certified?		
5. Does the plat contain a chart showing acreage of each lot before and after the Lot Line Adjustment, and the difference (delta) as a result of the change?		
6. Does the plat contain a signature block for Planning Board approval, the applicant's name and address, tax parcel number(s), north arrow, scale, date and the words "Lot Line Adjustment"?		

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