

TOWN OF OTEGO

Boundary Line Adjustment

Information:

A boundary line between two adjoining property owners may be moved through a Boundary Line Adjustment providing it does not result in a change in the number of parcels (except to eliminate one of the parcels), nor a change in the total area for the two combined parcels. No new parcels may be created.

Instructions:

1. Bring photo ID with you to the Planning Board. BOTH property owners must sign at end of the application. Signatures of parties absent from the meeting or represented by an attorney must be notarized.
2. Print neatly in blue or black ink.
3. The parcel gaining area is Parcel #1. The parcel losing area is Parcel #2.
4. The Tax Map Number, address and acreage are on the upper right section of the General Property Tax Bill for the parcel. It is also available from the Town Assessor and the Otsego County web site:
 - a. https://www.otsegocounty.com/departments/real_property_tax_services/index.php
 - b. Select "Real Property Lookup".
 - c. On the next page select "Public Access"
 - d. On the "Otsego County Search" form, fill in, at least, your name and township.
 - e. Select "Tax ID" that goes with your parcel
 - f. On the next page, Use the buttons on the left to find out about the parcel. Use the button on the right side "View Tax Map" to show a map of the parcel with acreage, road frontage, etc. If you can scale and print the image to show the parcel details, it usually satisfies the need for a sketch map of the parcel.
5. The new lots must be equal to or larger than the minimum for its Zoning District, two acres for Zones 1, 2 and 4 and three acres for Zone 3.
6. The Zoning Enforcement Officer uses road frontage, front lot dimension and a percolation test to determine whether or not the lot is suitable to build on. Building permits are required for new buildings.
7. Attach a sketch plan or tax map copy of the parcel with dimensions, structures, etc., indicated.
8. A check for the fee of \$20.00 made out to "Town of Otego" and paid to the Town Clerk.

TOWN OF OTEGO
Boundary Line Adjustment Application

Date: _____

1. NAMES OF ADJOINING PROPERTY OWNERS Please All Print Information

Name: _____ Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Parcel#1 Tax Map# _____ Parcel#2 Tax Map# _____

Number of Acres: _____ Number of Acres: _____

2. INFORMATION REGARDING THE BOUNDARY TO BE MOVED

(a) Brief description of the proposed boundary adjustment:

(b) Amount of land to be transferred to Parcel #1: _____

(c) Properties dimensions AFTER the Boundary Line Adjustment:

(1) Area: Parcel #1 _____ Parcel #2 _____

(2) Road Frontage: Parcel #1 _____ Parcel #2 _____

(d) Are you eliminating a line to combine two lots to one lot? _____ If YES:

(1) Acreage of the new parcel _____

(2) Road frontage of the new parcel _____

(e) Signatures of property owners not present at the Planning Board meeting must be notarized:

Signature of Property Owner #1

Sworn before me

This day _____ of _____ 20__

Signature and Stamp

Signature of Property Owner #2

Sworn before me

This day _____ of _____ 20__

Signature and Stamp

~~~~~  
For Official Use Only

Application received: \_\_\_\_\_

Fee paid \$ \_\_\_\_\_

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

First Board Review: \_\_\_\_\_

Second Board Review: \_\_\_\_\_

Boundary Line Adjustment: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

by a Planning Board vote of \_\_\_\_\_ to \_\_\_\_\_ Date of vote \_\_\_\_\_

Signature of Planning Board Chairperson: \_\_\_\_\_

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

TOWN OF OTEGO PLANNING BOARD

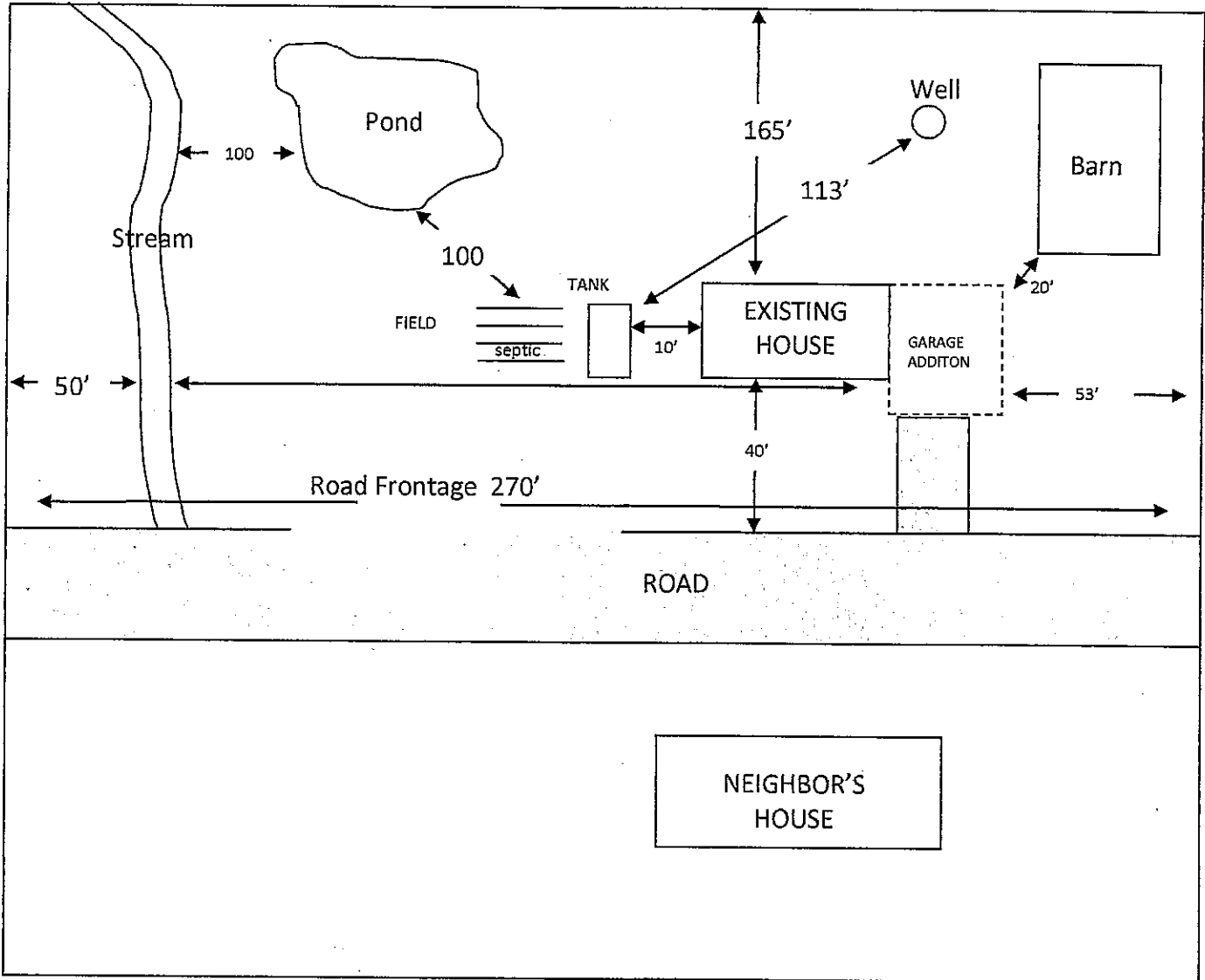
SITE PLAN SAMPLE

**SITE PLAN**

A site plan is a diagram of the property where the requested action is to take place. It is necessary to include a plot plan for most planning board actions on a parcel to demonstrate compliance with such things as set back requirements from property lines and roadways, distance requirements from septic systems to wells, ponds, lakes and streams. Drawings do not need to be to scale but distances indicated must be accurate.

**DIRECTIONS**

Draw a sketch of your property on a blank or graph paper indicating location of your well, septic, ponds, streams structures, etc. It is important to indicate the following distances: Road Frontage on all lots on splits and subdivisions, Distance to new property lines from structures, septic, wells, etc.



EXAMPLE SITEPLAN

