

Town of Otego
BOUNDARY LINE AGREEMENT
Application Form

Date: _____

NOTE: BOTH property owners must sign below. Signatures need to be Notarized.

See additional information and instruction on next page. Preprocessing Fee \$20

1. NAMES OF ADJOINING PROPERTY OWNERS.

Please All Print Information

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Parcel#1 Tax Map# _____

Parcel#2 Tax Map# _____

No. of Acres: _____

No. of Acres: _____

2. INFORMATION REGARDING THE BOUNDARY TO BE MOVED

This application must be accompanied by a map that shows the location, acreage, and names of the property owners of both parcels, with the current boundary and the proposed new boundary clearly marked.

(a) Amount of land to be transferred _____

(b) From the parcel of _____
to the parcel of _____

(c) Are you eliminating a line to combine two lots to one lot? _____

Signature of Property Owner One

Signature of Property Owner Two

Sworn before me
This day _____ of _____ 20____

Sworn before me
This day _____ of _____ 20____

Signature

Signature

Stamp

Stamp

Information:

A boundary line between two contiguous (adjoining) property owners may be moved through a Boundary Line Agreement providing it does not result in a change in the number of parcels nor a change in the total area for the two combined parcels. No NEW parcels may be created. New deeds must be written by both landowners to reflect the changes in the lot sizes and boundaries.

Instruction:

1. Complete this application and submit it to the Zoning Officer at least 10 day prior to the meeting (first Tuesday of each month.) Any application not complete or lacking information as required will be returned.
2. You must provide a sketch showing the original parcel and the parcel as it will be if approved. The Planning Board will review your application and if it meets the requirement of our local law will approve the sketch plan. You will now be required to have new deeds created to describe the changes in property boundaries.
3. When the deeds are completed the Planning Board can review and accept them as final. The application can then be signed by the chairman. You can then file your boundary line agreement with the County Clerk.
4. The Town of Otego will not require a survey for a boundary/lot line minor adjustments of your lots. However if the adjustments are complicated or involves significant property the County Clerk and the Office of Real Property Services might not accept your adjustment and might require a survey map to outline the adjustments.

Mail to: **Town Zoning Officer, PO Box 468, Otego, NY 13825**

FOR PLANNING BOARD USE ONLY	
Date application received: _____	
Accepted: _____	Not accepted: _____
Reason for disapproval:	

_____	_____
Town of Otego Planning Board Chairmen	Date

