



# TOWN OF PAWLING

*The Pride of the Harlem Valley*  
Town Hall  
154 Charles Colman Blvd.  
Pawling, NY 12564

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Department  
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## Application for a Lot Line Adjustment

NOTE: THIS APPLICATION SHALL CONFORM IN ALL REPECTS TO THE LAND  
SUBDIVISION REGULATIONS OF THE TOWN OF PAWLING

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

1) Name of Applicant:

\_\_\_\_\_

2) Town of Pawling, Dutchess County, New York.

3) Name and address of owner of record and/or subdivider of lot #1 property.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Grid # \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

\_\_\_\_\_ Cell # \_\_\_\_\_

4) Name and address of owner of record and/or subdivider of lot #2 property

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Grid # \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

\_\_\_\_\_ Cell # \_\_\_\_\_

5) Name, address and license number of Architect, Engineer Landscape Architect or  
Surveyor responsible for plat layout:

\_\_\_\_\_  
\_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

6) Name and address of Attorney

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Fax# \_\_\_\_\_

7) Location: Street and nearest cross street (s):

\_\_\_\_\_  
\_\_\_\_\_

8) Are there any deed restrictions that apply to, or easements that exist over the tract?

Yes  No

If yes, a complete description is necessary and copies of legal documents must be provided.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9) Tax Map Data- Lot # 1

Grid Number: \_\_\_\_\_

Total Acreage: \_\_\_\_\_

Minimum area per lot: \_\_\_\_\_

10) Tax Map Data- Lot # 2

Grid Number: \_\_\_\_\_

Total Acreage: \_\_\_\_\_

Minimum Area per lot: \_\_\_\_\_

11) Total area of exist Lot # 1: \_\_\_\_\_ (acres) and Lot # 2 \_\_\_\_\_ (acres).

12) New size of Lot # 1: \_\_\_\_\_ (acres) and Lot # 2 \_\_\_\_\_ (acres).

13) Bulk Regulations; - Frontage and setback requirements:

Required \_\_\_\_\_

Provided \_\_\_\_\_

14) This property is situated in the \_\_\_\_\_ zone.

15) Present use of property: If vacant, so state.

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16) Proposed use of property (please write a narrative): (Use separate sheet if necessary).

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17) Does the proposed use (s) comply with the Zoning Ordinance? (If no, state variations sought).  Yes  No

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

Variance Granted: \_\_\_\_\_

18) Does applicant intend to construct his entire project at one time, or develop same in sections?

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19) Does the driveway exceed a 10% grade?

20) Is the property within 500 feet from any municipal boundary or any existing or proposed County or state park or other recreation area, or the right-of-way of any existing or proposed county or State road or highway, stream or drainage channel, or an existing or proposed boundary of any County or state owned land on which a public building or institution is located?

Yes

No

21) List other Agency Approvals required:

Local (Wetlands and Watercourses, Fill, etc.):

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County: \_\_\_\_\_

State:

City:

\_\_\_\_\_

Federal:

\_\_\_\_\_

For Office Use Only:

Received by: \_\_\_\_\_

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

Application Fee: \_\_\_\_\_

Technical/Escrow Fee: \_\_\_\_\_

Application Number: \_\_\_\_\_

The undersigned Applicant hereby requests consideration and processing of approval by the Planning Board.

Owner's Signature- Lot #1: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature- Lot # 2: \_\_\_\_\_ Date: \_\_\_\_\_

*Completed application, plans, and check must be submitted to the Planning Board at least fourteen (14) days prior to the regularly scheduled meetings (held on the first and third Monday of each month) in order to be duly considered submitted on the date of the meeting.*

- 1) **11 paper copies of all forms/documents, 4-full-size paper copies of plans, and 7-11"x17" paper copies of plans must be submitted to the Planning office.**
- 2) **All applications and re-submissions shall include a digital copy of all applications, forms, documents, and survey maps. All survey maps must be submitted on a flash drive for viewing during a meeting.**
- 3) **Electronic files must be submitted via email to [jdaley@pawling.org](mailto:jdaley@pawling.org). The digital copy shall be in a pdf or other suitable write –protected image format capable of being opened and viewed using a Windows based software.**

**Site Inspection Authorization Form**

**I hereby give permission for the Town of Pawling Municipal Agencies and their agents to come upon and inspect these premises with respect to the application for:**

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**Lot #1- Map Number: 134089 - \_\_\_\_\_**

**Lot # 2- Map Number: 134089 - \_\_\_\_\_**

**Owner's Signature- Lot # 1: \_\_\_\_\_ Date: \_\_\_\_\_**

**Owner's Signature- Lot # 2: \_\_\_\_\_ Date: \_\_\_\_\_**

**GENERAL DRAWING REQUIREMENTS**

- 1) Layout at convenient scale, not smaller than 100’=1”.
- 2) Perimeter metes and bounds.
- 3) All significant topographical and geological features.
- 4) North arrow.
- 5) Metes and bounds of individual lots (final).
- 6) Existing and proposed grade contours at two (2) foot intervals.
- 7) All watercourses, easements, etc.
- 8) All adjacent property owners.
- 9) Vicinity map at a scale of 1”=2,000 showing relationship of applicant’s property to adjacent community.
- 10) Area map at a scale of 1”= 400 showing surrounding streets, properties and the owners of record within a radius of 1,000 feet of the boundaries of the applicant’s property.
- 11) All other requirements of the Zoning Ordinance and/or Lot Line Checklist.

**OWNER’S CERTIFICATION Lot #1**

I, \_\_\_\_\_, THE OWNER (S) OF THE PROPERTY SHOWN HERON, DO (ES) AGREE TO BE BOUND BY ALL DESIGNS, NOTATIONS AND DETAILS ON THIS PLAN AND ALL SITE DEVELOPMENTS REQUIREMENTS.

**OWNER’S CERTIFICATION Lot #2**

I, \_\_\_\_\_, THE OWNER (S) OF THE PROPERTY SHOWN HERON, DO (ES) AGREE TO BE BOUND BY ALL DESIGNS, NOTATIONS AND DETAILS ON THIS PLAN AND ALL SITE DEVELOPMENTS REQUIREMENTS.

(THIS STATEMENT SHALL BE PLACED ON ALL SUBDIVISION PLATS AND SITE PLANS).

## **LOT LINE ADJUSTMENT STANDARDS**

### **SEQRA**

- Under SEQR, Lot Line Adjustments are generally treated as a Type II Action.

### **Plat Requirements**

- Proposed project name or identifying title including “Lot Line adjustment/Subdivision Plat.”
- Date, approximate true North point and scale.
- Name, address, and signature of owner or corporate officers, and Licensed Engineer or Surveyor.
- Names of the owners of record of abutting properties or developments.
- Locations, names and widths of existing streets, highways and easements, building lines, parks and other public properties.
- Plot areas in square feet (or acres) of both the existing and proposed areas of the lots involved and of the parcel(s) to be “transferred.”
- Plat lines with accurate dimensions and bearings of angles.
- Sufficient data to determine readily the location, bearing and length of all lines and to reproduce such lines upon the ground.
- Radii of all curves and lengths of arcs.
- Location, material and approximate size of all monuments.
- An approval block for the endorsement of the Plat by the Town Planning Board.
- Tax map numbers of the parcels involved.
- Labeling of the “old” and “new” property lines.
- Location of structures, septic systems, and wells to insure that proper setback distances are maintained.
- Identification of the Zoning Districts and district boundaries in which all involved lots are situated.

- Dutchess County Department of Health Approval (Non-Jurisdictional) is required.