



**TOWN OF ROTTERDAM
WAIVER OF SUBDIVISION INSTRUCTIONS**

ALL APPLICATIONS SHALL BE SINGLE SIDED AND COLLATED

**PROVIDE AN ELECTRONIC COPY OF ALL APPLICATION MATERIALS TO
PETER COMENZO AT PCOMENZO@ROTTERDAMNY.ORG**

100.00 Application Fee

1. Fill out and return **Twelve (12) copies** of this application and all materials to the Town of Rotterdam Planning Office.

- A) Deadline for applications is a **minimum of 10 days prior** to the regularly scheduled meeting. Planning Board meetings are typically held on the first and third Tuesday of the month.
- B) Attach location map showing the present boundary lines and the proposed boundary lines.

2. Attach **Two (2) copies** of a current **survey map** showing all existing boundary lines and the proposed boundary lines.

- A. Name and address of the parcel in question; North Arrow and scale.
- B. The specific boundaries of the area to be adjusted.
- C. Zoning district boundaries (if applicable) and the surrounding land use.
- D. Existing drainage features.
- E. Location of streams, ponds, rivers, marshes and culverts.
- F. Present site conditions, (i.e) easements, existing utilities, structures, trees, streets and street names.
- G. Present utilities, means of sewage disposal, method of water supply and storm drainage.
- H. Proposed lot layout.
- I. Any proposed right of ways for access to the new lot.

3. Attach a copy of your deeds as proof of ownership.

4. If applicant is represented by someone other than the owner of record, the **AUTHORITY TO ACT AS AGENT FOR PROPERTY OWNER** must be completed, notarized and attached to this application.

5. Enclose a check for the appropriate fee payable to the Town of Rotterdam.

Check List:

Application
Location
Survey Map
Deed
Application Form
Payment



**TOWN OF ROTTERDAM
OFFICE OF THE PLANNING COMMISSION**

Town of Rotterdam Boundary Line Adjustment Application

100.00 Application Fee

The purpose of this application is to allow the property owner to adjust the boundary lines of said parcels:

Tax Map Number(s) #1 _____ #2 _____
these numbers will refer to specific questions relating to each parcel

#1 Property Owner's Name: _____

Mailing Address: _____

Phone Number(s) and e-mail _____

#2 Property Owner's Name: _____

Mailing Address: _____

Phone Number(s) and e-mail _____

Contractor's/Agent/Representative's Name (if Applicable) _____

Address:

Phone Number(s) and e-mail _____

q

Parcel Size(s) (acreage or sq. ft): #1: _____ #2: _____

Location of Property(s) (911 address) #1: _____

#2: _____

Zone Classification & Lot Size: #1: _____ #2: _____

If parcel(s) is in multiple zones, indicate all zones.

Are the lots presently conforming lots? YES NO

IF NO, What lot(s) are not conforming: _____

Proposed lot size(s): #1: _____ #2: _____

Will the boundary line adjustment leave all proposed lots conforming? YES NO

IF NO, What lot(s) will not be conforming: _____

Current use of property: (What is present on this parcel today) list all structures:

#1: _____

#2: _____

Proposed use (what are you proposing to accomplish with this application): (i.e. merge/sell lot(s) build home etc.)

Are additional documents presented as part of this application? YES NO

* if yes, then mark all additional documents as Exhibit A, Exhibit B, etc.

Additional data on proposed boundary line adjustment. _____

Notice is hereby given that in the event the Town of Rotterdam determines that technical assistance is needed to review the project, the reasonable and necessary expenses associated with such review shall be borne by the project applicant.

By signing the application, it is understood by the applicant that he/she must fully comply with the Town Code and obtain any required permits.

SIGNATURE OF PROPERTY OWNER PARCEL #1 _____ **DATE** _____

SIGNATURE OF PROPERTY OWNER PARCEL #2 _____ **DATE** _____

TOWN OF ROTTERDAM



John F. Kirvin Government Center • 1100 Sunrise Boulevard • Rotterdam, NY 12306
Telephone: 518-355-7575 • Fax: 518-355-7976 • Website: www.rotterdamny.org

LETTER FROM PROPERTY OWNER GRANTING AUTHORIZATION TO ACT

A COPY OF THIS LETTER MUST BE SUBMITTED FOR EACH PROPERTY OWNER INVOLVED

I, _____, being duly sworn declare that I am the

(PROPERTY OWNER)

owner of the property involved in a proposed _____ application request before the Town of Rotterdam for property known as parcel number (s):

Tax Parcel Number(s): _____

I hereby grant _____ and/or their agent(s) to act on my behalf.

I further declare that all statements, answers, and information herein submitted is in all respects true and correct to the best of my knowledge and belief.

Signature (Authorized Representative): _____

Date: _____

NOTARY

STATE OF NEW YORK) ss:

COUNTY OF _____)

SUBSCRIBED AND SWORN to before me this _____ day of _____, 202_

NOTARY SEAL

Notary Signature

Notary Public in and for the State of New York

Residing at: _____

My appointment expires: _____