

**TOWN OF NEVERSINK
PLANNING BOARD
P.O. BOX 307 - 273 MAIN STREET
GRAHAMSVILLE, N.Y. 12740
(845) 985-2262**

LOT IMPROVEMENT PLAT APPROVAL

CONTENTS OF APPLICATION PACKET

1. Instructions for Submission of Information for a Lot Improvement Plat Approval.
2. Application Form.
3. Owner's Authorization.
4. Plat Checklist.
5. Fee Computation Schedule.
6. Section 41-12.1 Code of the Town of Neversink (Lot Improvements).
7. County Clerk Filing Requirements.

**INSTRUCTION FOR INITIAL SUBMISSION OF INFORMATION FOR
LOT IMPROVEMENT PLAT APPROVAL**

ALL APPLICATIONS SUBJECT TO SUBDIVISION AND ZONING REGULATIONS

At least ten (10) days prior to the meeting at which review is desired, the applicant, or his agent, shall submit:

1. Completed and **Notarized** Application Form.
2. Sketch plan (or Plat, if prepared).
3. Copy of latest deed of the subject premises.
4. **Notarized**, written consent from the owner of the adjoining parcel to which the property is being added.
5. Application Fee.

NOTE:

ALL APPROVED LOT IMPROVEMENTS ARE SUBJECT TO "COMBINATION" APPROVAL BY THE TOWN OF NEVERSINK ASSESSORS PRIOR TO FILING THE PLAT AND DEED WITH THE COUNTY CLERK. SUCH FILING MUST TAKE PLACE WITHIN SIXTY (60) DAYS OF PLANNING BOARD FINAL APPROVAL. FAILURE TO DO SO WILL RESULT IN A VOID APPROVAL.

APPLICATION FOR LOT IMPROVEMENT PLAT APPROVAL

To be placed on the Planning Board agenda, this form must be submitted at least **ten (10) days** prior to the meeting at which review is being requested.

TITLE OR NAME

1. OWNER OF RECORD:

Name _____
Address _____
Telephone _____

2. AGENT FOR OWNER: **(Notarized authorization from owner required)**

Name _____
Address _____
Telephone _____

3. SURVEYOR:

Name _____
Address _____
Telephone _____

4. ENGINEER: (If any)

Name _____
Address _____
Telephone _____

5. LOCATION OF PROPERTY:

Zoning District _____
Street or Road _____

Tax Map #: Section _____ Block _____ Lot _____

Tax Map # of property to be **added** to: Section _____ Block _____ Lot _____

6. TRACT AND LOT INFORMATION:

a. Size of parcel to be combined _____

b. Size of parcel to be increased _____

c. Size of parcel to be decreased _____

d. Other property currently owned by applicant that is adjoining lot improvement under review: Size _____ Tax Map #: Section _____ Block _____ Lot _____

SIGNATURE _____
Owner/Agent (Specify)

NOTARIZATION:

Sworn to before me this _____ day
of _____ 20__

Notary Public

**OWNER'S AUTHORIZATION
(Individual)**

The undersigned, owner of premises located on _____
in the Town of Neversink and shown on the Town of Neversink tax map as Section _____
Block _____ Lot _____ hereby authorize _____
to appear as my Agent in all proceedings relating to subdivision of the aforementioned parcel.

Owner's Signature

Sworn to before me this ____ day
of _____, 20__

Notary Public

**OWNER'S AUTHORIZATION
(Corporate)**

The undersigned, _____ of _____
_____ owner of premises located on _____
_____ in the Town of Neversink and shown of the Town of Neversink tax map as
Section _____ Block _____ Lot _____ hereby
authorize _____ to appear as my Agent in all
proceedings relating to subdivision of the aforementioned parcel.

By: _____

State of New York)
) ss
County of)

On the ____ day of _____, 20__, before me personally came
_____ to me known, who duly sworn, did depose and say
that he/she resides at _____, that he/she is
the _____ of the corporation described in and which executed the
foregoing instrument by order of the Board of Directors of said corporation, and that he/she signed
his/her name thereto by like order.

§41-12.1 LOT IMPROVEMENTS

[Added 11-24-1992 by L.L. No. 5-1992]

A. Lot improvement exemption. Lot improvements, wherein a parcel of land is added to an existing lot for the purpose of increasing the size of the existing lot or a number of small lots are resubdivided or reallocated so as to make a lesser number of larger lots, shall be exempt from the review procedures established in this chapter, provided that:

- (1) Any lot which would be reduced in size shall comply in all respects with the provisions of this chapter and Chapter 50, Zoning, of the Town of Neversink; and
- (2) Three copies of the proposed plat are submitted to the Planning Board.

B. Recording approval. After the Planning Board shall have determined that the conditions for a lot improvement exemption have been met, it shall sign the plat with the following notation: "Approval is granted for recording purposes only in accordance with § 41-12.1 of the Town of Neversink Subdivision Local Law."

C. Plat requirements; fees. Plats submitted as lot improvements shall meet the plat requirements for minor subdivisions and shall be subject to the same schedule of fees as minor subdivisions.