



## Village of Port Chester Planning Commission

222 Grace Church Street, Rm. 202

Port Chester, NY 10573

Phone 914-937-6780



# LOT LINE ADJUSTMENT APPLICATION DIRECTIONS

As defined by the Village Code, a lot line is the relocation or revision of the boundary line shared by two adjoining lots which will not create any additional buildable or non-conforming lots, will not result in any violations of any area or dimensional requirement as described in Chapter 345, and not change the zoning district designation of a lot.

Applicants must submit all required materials to the Office of Planning and Development. For each required document, applicants must submit the original, three (3) copies, and a digital copy on a CD in PDF format. All documents must be signed, sealed, and folded as appropriate:

1. The proposed deed between the parties evidencing such lot line adjustment.
2. A current survey sealed by a New York State licensed surveyor.
3. A Short Environmental Assessment Form (EAF).
4. Lot Line Adjustment Application form.
5. A plat drawn to scale showing the lots affected by the proposed adjustment and all existing buildings and structures, location of existing sewage and stormwater utilities, easements, rights-of-way, and other land features. The plat must provide the existing lot lines and the location of the proposed new lot line, as well as the existing and new setback distances to any existing buildings and structures.

**GENERAL DRAWING REQUIREMENTS**- These requirements are not exhaustive. A submission may include additional specifications at the request of the Office of Planning & Development.

- Layout at convenient scale of between one inch equals 10 feet and one inch equals 50 feet.
- Name and address of applicant or owner of record if different from the applicant.
- Section, block and lot numbers of the property taken from the Village of Port Chester/Town of Rye official tax records.
- Existing zoning of all properties with proposed changes per §345, schedule of regulations.
- Ownership intentions, such as purchase options.
- Identification of all adjoining properties, including the owner's name, and the section, block and lot numbers.
- Description of all existing and proposed deed restrictions of covenants which apply to the site.
- Location, width, and purpose of all existing and proposed easements, setbacks, reservations and areas, dedicated to public use within and adjoining the property.
- Topographic data, including surface features such as unique landforms and rock outcrops, shown at contour intervals of two (2) feet. Both existing and proposed contours extended at least 10 feet into adjoining properties. Areas of steep slopes should be delineated as necessary.

If the Lot Line Adjustment is granted, the applicant shall record the proposed deed with the Westchester County Clerk. The plan shall be signed and stamped by the Director of Planning and Development or Village Manager .

**Application Fee: \$500**

Made payable to "Village of Port Chester"