

TOWN OF GROTON NY

EXEMPT OR LOT LINE ADJUSTMENT SUBDIVISION PROCESS

Completed applications must be submitted to the Town Clerk's Office for the Code Official to review. If a flag lot will be created -STOP- as a minor subdivision application will be needed. Once the completed application and fee is submitted, please allow two weeks for the review. * The Code Official is available to assist you with applications. Please call to schedule an appointment. 607-898-4428.*

Application Packet- (To include and all must be Complete)

- Application Form
- Survey of requesting map changes or lots (at least 3 copies)
- Agricultural Data Statement (not needed for Lot Line Adjustments)
- Environmental Assessment Form- SEQR (not needed for Lot Line Adjustments)

App Deadline_____
Meeting Date;_____

Filing Your Subdivision

Prompt Filing: You must have your approved map filed and recorded with the Tompkins County Clerk within sixty-two (62) days of the date upon which the application is approved. If you will be combining land to an existing lot to create a conforming lot, all land ***must be in the same name*** in order to combine. Failure to comply with a contingency or to file promptly will void the approval.

1) Upon approval all provided stamps will be signed by the Code Official. One map will be retained by the town and placed in your subdivision file. Bring or pick up the maps from the Town Clerk's Office located at 101 Conger Boulevard, Groton, NY. Phone: (607) 898-5035

2) You will need to take the map with the Town's approval stamp to the Tompkins County Assessment Department located at 128 East Buffalo St. Ithaca, Phone: (607) 274-5517, for their approval to divide the assessment maps. The fee will depend on the number of lots starting at \$25.00.

2) Finally, the map (with two stamps) needs to be filed with the County Clerk, located at 320 North Tioga Street, Ithaca, NY Phone: (607) 274-5431. Please call them for fee information.

Complete Subdivision Laws and Code Book available at Town Clerk's Office or online at
townofgrotonny.org or towngrotonny.gov under documents.



TOWN OF GROTON
APPLICATION FOR
ADMINISTRATIVE LOT LINE ADJUSTMENT

PO Box 36, 101 Conger Boulevard, Groton, NY 13073
Code Official - 607-898-4428 Town Clerk - 607-898-5035

OFFICE USE ONLY

Date Paid _____
Receipt # _____
Completed Application
Date _____

This application, a sketch plan drawn to scale, or survey map showing the proposed parcels and a fee of \$25.00 should be submitted at the Town Clerk's Office. Refer to Town of Groton Land Use & Development Code, Section 218 for more detailed information.

Applicant _____ Email _____ Phone _____

Mailing Address _____

Expanding Parcel Information

Property Owner _____ Email _____ Phone _____

Mailing Address _____ Tax Map# _____

Parcel Size Before Adjustment: Frontage _____ Depth _____ Area _____

Parcel Size After Adjustment: Frontage _____ Depth _____ Area _____

Decreasing Parcel Information

Property Owner _____ Email _____ Phone _____

Mailing Address _____ Tax Map # _____

Parcel Size Before Adjustment: Frontage _____ Depth _____ Area _____

Parcel Size After Adjustment: Frontage _____ Depth _____ Area _____

Signatures

Applicant (s) _____ Date _____

Expanding Parcel Owner (if not applicant) _____ Date _____

Decreasing Parcel Owner (if not applicant) _____ Date _____

Code Official's Review

Additional lots created ☐ No ☐ Yes Pre-existing nonconformity has been increased ☐ No ☐ Yes

Parcels will be in violation of area and dimension regulations ☐ No ☐ Yes Flag lots created ☐ No ☐ Yes

Buildings will be in violation of minimum yard depth or maximum lot coverage regulations ☐ No ☐ Yes

Above Criteria met. ☐ Yes - ☐ No **-DENIED** based on condition marked above and referred to Planning Board

☐ **APPROVED** ☐ **CONDITIONALLY APPROVED** : _____

W. Rick Fritz, Code Official

*The Code Enforcement Officer's determination under this Section shall not be subject to an appeal to the Town of Groton Zoning Board of Appeals. Instead, applicants denied an Administrative Lot Line Adjustments by the Code Enforcement Officer shall have the right to apply directly to the Town Planning Board for review and a determination by said Board.

Section 218. Administrative Lot Line Adjustment

218.1 A lot line adjustment is a means by which a boundary line dividing two contiguous lots is adjusted or moved. A change in the location of the boundary line effectively creates two lots with new dimensions. However, lot line adjustments may involve more than two contiguous lots. Adjustments can be made whether the lots are owned by a single landowner or through an agreement between different owners.

218.2 An Administrative Lot Line Adjustment shall not be considered a Subdivision and may be granted by the Town of Groton Code Enforcement Officer, without the need to come before the Town of Groton Planning Board for approval, under the following conditions:

- a. No additional lots shall be created. The same number of lots may be created with new dimensions, or fewer lots can be created.
- b. The adjustment shall not cause a parcel to contain insufficient area or dimensions that would then be in violation of the area regulations set forth in Section 342, or any other section, of this Code.
- c. The adjustment shall not cause any existing building or structure to be in violation of the Minimum Yard Depth or Maximum Lot Coverage regulations set forth in Section 342, or any other section, of this Code.
- d. If any parcel, building, or structure is nonconforming prior to the adjustment, the proposed adjustment must not increase the degree of nonconformity.
- e. If the involved parcels of land are owned by one or more people, all owners must be in agreement and all owners shall sign the application for an Administrative Lot Line Adjustment.

218.3 An application shall be submitted to the Groton Town Clerk's Office, signed by all land owners and including a fee set by the Town Board. A sketch plan shall be attached showing current lot lines for all parcels and proposed adjustments to the lot lines. Any existing buildings or structures shall be included on the sketch plan together with all current and proposed distances from lot lines. Alternatively, new signed and certified survey maps may be submitted that reflect the above information. The Code Enforcement Officer may require any additional information that is deemed necessary.

218.4 Within 15 days of the date that a complete application, together with the fee, has been filed with the Town Clerk, the Code Enforcement Officer shall complete the review of the application and grant either approval, conditional approval, or deny the Lot Line Adjustment.

218.5 If the applicant has submitted signed and certified survey maps with the application, the Code Enforcement Officer may approve the Administrative Lot Line Adjustment and affix a stamp of approval.

If the applicant does not have survey maps, the Code Enforcement Officer may grant Conditional Approval contingent upon submission of signed and certified survey maps. The new survey maps shall be submitted for a stamp of approval within 180 days after the grant of Conditional Approval.

The applicant shall supply at least 3 official survey maps to be stamped by the Code Enforcement Officer: one for the file, one for the Tompkins County Department of Assessment and one for the Tompkins County Clerk. The applicant may provide as many additional copies as they wish to be stamped for their own use.

The approval of the Administrative Lot Line Adjustment authorizes, but does not create, the new boundary lines. Ultimately the private owner or owners must legally convey the property. Within 62 days of the Code Enforcement Officer's stamp of approval, the survey maps must be filed with the Tompkins County Department of Assessment and the Tompkins County Clerk. Failure to meet either of these deadlines shall constitute expiration of approval.

218.6 If for any reason the Code Enforcement Officer believes that the lot line adjustment doesn't meet the above requirements, or believes that there are special circumstances involved such as the intent of a prior subdivision; unique topography; the effects on adjacent lots, agriculture, or the environment; or any other concern, the Administrative Lot Line Adjustment may be denied and/or referred to the Planning Board for further review and a final determination.

218.7 The Code Enforcement Officer's determination under this Section shall not be subject to an appeal to the Town of Groton Zoning Board of Appeals. Instead, applicants denied an Administrative Lot Line Adjustments by the Code Enforcement Officer shall have the right to apply directly to the Town Planning Board for review and a determination by said Board.