Town of Otsego

Boundary Line Adjustment Policy

Boundary line adjustments may be approved by the Planning Board when an applicant proposes to transfer land to an adjoining property owner in such a way that no new lots are created. When such a boundary line adjustment is proposed, the Planning Board shall determine if the adjustment will adversely affect any property involved. If not, the Planning Board may waive the procedural requirements of major and minor subdivisions and allow the boundary line adjustment without further review.

Procedure:

1. Applicant submits application for boundary line adjustment by submitting a sketch plat, as defined in the Town's subdivision regulations.

2. The applicant also submits a copy of the deed for each property involved in the boundary line adjustment, and if both landowners are not present at the meeting a statement of authorization from the landowner or landowners who are absent.

3. The applicant also submits an unexecuted copy of the deed that will carry out the proposed property transfer. This deed must indicate that the proposed property can not be conveyed separately from the tract to which it is added unless resubmitted as a subdivision for review to the Town Planning Board.

4. The portion of the property to be transferred must be surveyed and that survey submitted to the Planning Board.

5. When these items have been submitted to the Planning Board, the Board shall review the materials and within 45 days either approve the boundary line adjustment or classify the application as a simple, major or minor subdivision. The Planning board may consult with the Town Attorney during this period, if necessary. No public hearing will be required.

6. If the boundary line adjustment is approved, the Planning Board Chair shall sign the "Boundary Line Acceptance Form" to allow the applicant to file the new deed and map with the County Clerk and the Otsego County Real Property Tax Service.

7. The fee for the application and review of a Boundary Line Adjustment is  $50.

Policy last updated: 6Dec05

TOWN OF OTSEGO
BOUNDARY LINE ADJUSTMENT
ACCEPTANCE FORM

Parcel A - (Sender):
Name_____
Address_____
_____ Phone_____
Tax map#_____ Block_____ Parcel_____
Page_____

Parcel B - (Receiver):
Name_____
Address_____
_____ Phone_____
Tax map#_____ Block_____ Parcel_____
Page_____

Location: (Road Name, U.S. Mail Address, Distance & Direction from Nearest Intersection)

_____

Description of Action:
_____
_____
_____
_____
_____

Amount of property to be transferred - Parcel "C":_____

We the undersigned hereby swear that Parcel "C" will be taken from Parcel "A" and added to Parcel "B", and no new lots will be created by this action. Also, Parcel "C" cannot be conveyed separately from the tract to which it is added unless resubmitted as a subdivision and approved by the Town of Otsego Planning Board. We the undersigned also agree to send a copy of the new deed confirming the transfer and the combining of Parcel "C" and Parcel "B".

_____ _____
Parcel A (owner's signature) Date

Subscribed and sworn to before me this _____day of _____, 20____.

My Commission Expires: _____ _____
Notary Public

(over)

_____ _____

Parcel B (owner's signature) Date

Subscribed and sworn to before me this _____day of _____ ,20_____.

My Commission Expires: _____ _____

Notary Public

Classified as a Simple/Boundary Line Adjustment by the Town of Otsego Planning Board.

_____ _____

Chairperson (signature) Date

* This form and accompanying map must be filed in the Real Property Tax Services Office and the Otsego County Clerk's office, and a copy of the new deed must be sent back to the Planning Board within ninety (90) days of approval by the Town of Otsego Planning Board. If not, a new approval must be obtained.