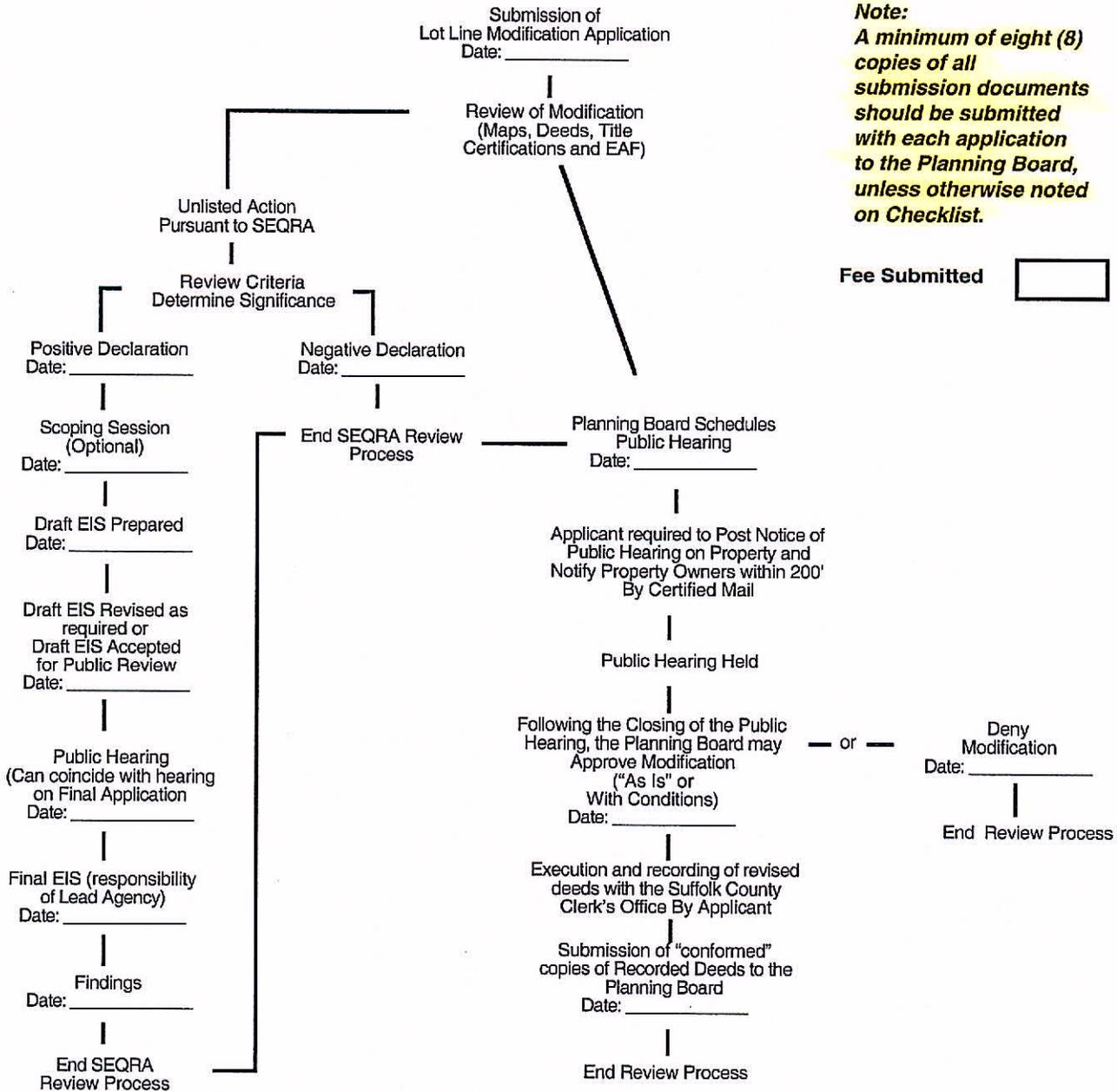




**FLOW CHART FOR LOT LINE MODIFICATIONS**  
**SHELTER ISLAND PLANNING BOARD**  
 P.O. Box 970  
 Shelter Island, New York 11964-0970  
 tel: 631-749-0758 fax: 631-749-0227  
 e-mail: [sipb@shelterislandtown.us](mailto:sipb@shelterislandtown.us)

**Note:**  
**A minimum of eight (8) copies of all submission documents should be submitted with each application to the Planning Board, unless otherwise noted on Checklist.**

**Fee Submitted**



# SHELTER ISLAND PLANNING BOARD APPLICATION FEES

May 8, 2015

## Application Type:

## Application Fee:

### Lot Line Modification:

\$1,000

6% Capital Improvement Engineering Review Deposit if applicable

### Minor Subdivision:

- Sketch Plan Application: \$120 + \$490/Lot
- Final Application w/o Cap Improvement: \$120 + \$490/Lot  
\$600 SEQRA Review Fee
- Final Application w/Cap Improvement: \$120 + \$490/Lot  
\$600 SEQRA Review Fee  
6% Cap Improvement Engineering Review Fee

### Major Subdivision:

- Sketch Plan Application: \$120 + \$360/Lot
- Preliminary Application: \$120 + \$360/Lot  
\$600 SEQRA Review Fee  
50% of est. 6% Cap Improvement Engineer Review Deposit
- Final Application w/o Cap Improvement: \$120 + \$360/Lot  
\$600 Site Inspection Fee
- Final Application w/Cap Improvement: \$120 + \$360/Lot  
Balance of 6% Cap Improvement Engineer Review Deposit

**ALL APPLICATIONS REQUEST FOR EXTENSION: \$150 EACH (NO CHARGE FIRST ONE)**



# CHECKLIST FOR LOT LINE ADJUSTMENT

SHELTER ISLAND PLANNING BOARD

P.O. Box 970

Shelter Island, New York 11964-0970

tel: 631-749-0758 fax: 631-749-0227

e-mail: sipb@shelterislandtown.us

Please complete the application by typing or print information except where indicated. Provide eight copies of all application documents unless indicated.

Name of property owners: \_\_\_\_\_

Suffolk County Tax Map No. 0700- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ and  
0700- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (others if applicable)

**MUST BE BASED ON SIGNED SURVEY MAP PREPARED BY A LICENSED SURVEYOR  
(Map scale of 1" = 50' or larger!)**

**Are the following EXISTING property features shown (and within 200 feet)?**

- | Yes                      | No                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. EXISTING LOT LINES AND LOT AREAS.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. EXISTING BUILDINGS and setbacks to existing lot lines.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. EXISTING STRUCTURES (pools, sheds, tennis courts, fences, driveways, patios, retaining walls, wells, sanitary systems, etc.) and setbacks to existing lot lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. WOODED AREAS   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. MARSHES/WETLANDS, LAKES, PONDS, STREAMS  |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. OTHER FEATURES   |

- | Yes                      | No                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Name of landowners indicated?                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Name of Applicants indicated?                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Adjacent property lines shown on the plan?                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Names of all adjacent property owners indicated?               |
| <input type="checkbox"/> | <input type="checkbox"/> | Tax Map Parcel Numbers (for the subject properties) indicated? |
| <input type="checkbox"/> | <input type="checkbox"/> | Available utilities (LIPA, Telco, Cable TV) shown on map?      |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing streets shown?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Width and jurisdiction of existing streets shown?              |

**Are the following PROPOSED property features shown?**

- | Yes                      | No                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Full dimensions of Areas to be transferred? |
| <input type="checkbox"/> | <input type="checkbox"/> | Full dimensions and Areas of proposed lots? |

# CHECKLIST FOR LOT LINE ADJUSTMENT

## SHELTER ISLAND PLANNING BOARD

- All appropriate dimensions from existing buildings and structures to lot lines to determine that there will be no new or increased non-conformities created?

**Are all EXISTING restrictions shown?**

Yes    No

Easements?

Covenants?

Yes    No

Zoning Dist. Line?

Zoning District?

Private road?

Private right-of-way?

Flood zone?

Town/Village Boundary?

Near Shore & Peninsula Overlay District?

**An application for an adjustment of lot lines shall consist of the following:**

- (a) Application fee.
- (b) Surveys of the then existing two lots and the proposed new lots certified by a surveyor licensed in the State of New York and dated within one year of the application (eight copies).
- (c) Deeds for the existing lots (eight copies).
- (d) Chains of title or single and separate title abstract since June 19, 1957.
- (e) Short Environmental Assessment Form (eight copies).

**According to Section 111-37 D.1 of the Town Code, the Planning Board's review of a Lot Line Adjustment Application should determine that the proposed adjustment:**

- (a) Will have no significant environmental effect.
- (b) Will not make future development of the affected lots more difficult or impossible.
- (c) Will not result in a substandard lot.
- (d) Will not create an immediate or potential zoning, environment or health problem which would require more thorough review by the Planning Board.\*
- (e) Will not increase the actual or potential number of subdividable lots as a result of this action.

\*A lot line adjustment application is meant to be an adequate review of simple lot line modification. If the application fits into one of the categories mentioned in (D.) above, then the Board can determine that the review will have to be more detailed and will be considered a form of subdivision application. Should the Board determine this to be the case, the applicant should be notified promptly and told what concerns were raised in the initial review process and what additional information must be submitted.



**APPLICATION FOR LOT LINE ADJUSTMENT  
SHELTER ISLAND PLANNING BOARD**

P.O. Box 970  
Shelter Island, New York 11964-0970  
tel: 631-749-0758 fax: 631-749-0227  
e-mail: sipb@shelterislandtown.us

- 1.) Please complete the application by typing or print information except where indicated.
- 2.) Application fee for each lot line adjustment is required with this application plus capital improvement engineering fee, if applicable.
- 3.) Provide 8 copies of documents in accordance with the Checklist for Lot Line Adjustment.

**Name of property owners:** \_\_\_\_\_  
\_\_\_\_\_

**Suffolk County Tax Map No.** 0700- \_\_\_\_ . \_\_\_\_ - \_\_\_\_ . \_\_\_\_ - \_\_\_\_ . \_\_\_\_ and  
0700- \_\_\_\_ . \_\_\_\_ - \_\_\_\_ . \_\_\_\_ - \_\_\_\_ . \_\_\_\_ (others if applicable)

**Land owner:**

Name: \_\_\_\_\_  
Address: : \_\_\_\_\_  
Home or Office Phone # (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Extension if applicable \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Land owner:**

Name: \_\_\_\_\_  
Address: : \_\_\_\_\_  
Home or Office Phone # (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Extension if applicable \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

(List other land owners if applicable on an attached sheet.)

Is the applicant the landowner? Yes \_\_\_\_ No \_\_\_\_

**If the applicant is NOT the landowner, indicate the Applicant's:**

Name: \_\_\_\_\_  
Address: : \_\_\_\_\_  
Home or Office Phone # (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Extension if applicable \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**APPLICATION FOR LOT LINE ADJUSTMENT  
SHELTER ISLAND PLANNING BOARD**

**Owner or Applicant's Attorney, if any, for this project:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home or Office Phone # (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Extension if applicable \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Owner or Applicant's Engineer or Surveyor for this project:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home or Office Phone # (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Extension if applicable \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Name of contact person for questions relating to this project:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home or Office Phone # (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Extension if applicable \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Does this application cover all contiguous property of the owner(s)? Yes  No

If not, indicate other ownership by tax map parcel designation: \_\_\_\_\_

Zoning classification of subject property (consult Town Zoning Map): \_\_\_\_\_

Flood Zone (consult FEMA Flood Insurance Rate Map): \_\_\_\_\_

Near Shore and Peninsula Overlay District (consult Town Zoning Map): \_\_\_\_\_

Are any variances needed for this project that you are aware of? Yes  No

If so, indicate: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICATION FOR LOT LINE ADJUSTMENT  
SHELTER ISLAND PLANNING BOARD**

Does the property have frontage on a public road? Yes  No

Name of public road or highway: \_\_\_\_\_

Note: If subject property does NOT have frontage on a public road or highway, you must submit information on legal right-of-way or access to an existing private road.

Is a new road or street required?  Yes  No

Does the property front on or have access to any body of water?  Yes No

If so, indicate name of water body: \_\_\_\_\_

Are wetlands on the property? Yes  No

Are wetlands within 100 feet of the property? Yes  No

Note: If there is any body of water or any wetlands within 100 ft. of the subject property, they must be indicated on proposed plans.

**Name of person completing this application:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date completed:** \_\_\_\_\_

**If the person completing this form is NOT the landowner, please complete the following:**

**The undersigned, as the OWNER of the subject property, authorizes the filing of this application by (please print)** \_\_\_\_\_

**Landowner's signature** \_\_\_\_\_

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_  
Notary Public

**The undersigned, as the OWNER of the subject property, authorizes the filing of this application by (please print)** \_\_\_\_\_

**Landowner's signature** \_\_\_\_\_

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_  
Notary Public