

TOWN OF HUNTINGTON
DEPARTMENT OF PLANNING AND ENVIRONMENT
LOT LINE CHANGE
APPLICATION REQUIREMENTS

Contact the Department of Planning and Environment at (631) 351-3196
BEFORE submitting a new application

1. **Lot Line Change Application form**, to be completed by the Applicant. The Applicant must clearly sign and date the application in order for it to be accepted.
2. **Certification of Disclosure**, to be completed by the Applicant.
3. **Contact Designation Form**, designating a primary contact for the application.
4. A Corporate resolution designating the name of the individual(s) authorized to represent and sign for the corporation, company, etc., with respect to the proposed application.
5. Letter of Intent, describing the subject property(s) and the reason for the lot line change.
6. Four (4) Lot Line Change Maps (18"x 24"). The property surveys must not be more than six (6) months old at the time of application.
7. \$250.00 non-refundable application fee in the form of a check payable to: Town of Huntington.
8. Copy of current deed(s), and deed(s) prior to 1970 for described properties not on a filed subdivision map.
9. A copy of any Zoning Board of Appeals variance(s) and/or special use permit(s) on the subject property(s), including the SEQRA decision, if given.
10. A copy of all covenants and restrictions, easements, etc. on the subject property(s).
11. A copy of the Certificates of Occupancy or Letter in Lieu for each structure for each tax map number, available from the Building Department.
12. A copy of the Assessor's card for each tax map number, available from the Assessor's office.
13. Any other additional documentation or information deemed necessary for proper review and evaluation of the application as requested by the Department or the Planning Board.

Required forms for # 1, 2 and 3 are attached

Lot Line Change Map Requirements (Size: 18" 24")

The property survey(s) must not be more than six (6) months old at the time of application.

**New lot lines shall be as straight as possible and should closely follow existing lot lines or site features.
Curved or irregular lines may not be accepted.**

Map Title Block Requirements

1. Map type (i.e. Smith-Jones Lot Line Change).
2. Proposed application name (approved by the Planning Department).
3. If the property is part of a filed subdivision map, include the name of the filed subdivision map, lot number(s), filed map number, and the date filed.
4. Census designated location/situate of the subject property (verify with the Planning Department).
5. Suffolk County Tax Map number(s) of the subject property.
6. Map at scale of 1 inch equals 60 feet or larger, including a measurable bar scale.
7. Name and address of the owner(s) and applicant(s).
8. Date the map was prepared.
9. Revision dates in response to Town comments.
10. Name and address of the NYS Licensed Professional who has prepared the map within their lawful rights. The professional's seal and signature must be affixed and the NYS registration number must be indicated on the plan.

General Map Requirements

1. Lot Line Change Area Exchange Table (See sample table below)

Parcel	Existing Area	Proposed Area	Transfer Area
A	s.f. / ac	s.f. / ac	+ s.f. / ac
B	s.f. / ac	s.f. / ac	- s.f. / ac

2. Site data identifying the subject property's Zoning District, Post Office, Fire District, Water District, School District, Historic District, and Sewer District.
3. Zoning Board of Appeals Table, providing the ZBA application number, date, variance(s) and/or special use permit(s) granted, and subject property tax map number or proposed lot number. Any conditions imposed by the ZBA must be listed.
4. If a zoning district boundary line crosses any of the subject property, the lines must be shown on the map and the total area within each zoning district must be depicted.
5. All existing structures, driveways, fences, trees, etc. must be shown. If located within the area of the proposed lot line change, the height of existing structures as well as any sanitary disposal systems, easements or conservation areas, etc. must also be shown.
6. Proposed lots must depict lot labels (i.e. Parcel A, Parcel B), lot dimensions, and lot area in square feet/acreage.
7. Existing lot lines to be changed must be dashed, proposed lot lines shall be solid, and the exchange area shall be crosshatched.
8. Metes and bounds must be shown for all lot lines, existing and proposed.
9. Key map at scale of 1 inch equals 600 feet that clearly identifies the location of the subject property and the surrounding area.
10. North arrow must be clearly depicted.
11. Tie distance to an established street intersection or known monument must be clearly depicted.
12. Name, width, and ownership (i.e. Town, County, or State) of all abutting roads.
13. Signature/date lines for each property owner and for the Director of the Planning Department shall be shown (signature is not required until approval is granted).
14. The following lot line change map notes are required:
 - No lot may be subdivided or changed in any manner at any future date except by the action of the Town of Huntington Planning Board.
 - This lot line change map is for conveyance purposes only; no new construction is proposed.
 - Approval of this map does not supersede any other conditions that may be imposed by the Town of Huntington or any other governmental agency.

**TOWN OF HUNTINGTON
DEPARTMENT OF PLANNING AND ENVIRONMENT**

LOT LINE CHANGE APPLICATION

File #: _____

Lot Line Change Application Name: _____

Suffolk County Tax Map Numbers: _____

Location: _____

Filed Subdivision Name, if any: _____

ZBA Grants, if any: (ZBA #, date and variances granted) _____

	OWNER - PARCEL A	OWNER - PARCEL B
Name(s):	_____ _____	_____ _____
Address:	_____ _____ _____	_____ _____ _____
Phone:	_____	_____

	OWNER - PARCEL C	OWNER - PARCEL D
Name(s):	_____ _____	_____ _____
Address:	_____ _____ _____	_____ _____ _____
Phone:	_____	_____

MAP PREPARER/SURVEYOR: _____

Address: _____

Total Site Area:

Area of Land to be Transferred:

Zoning District:

Check Here if a Vacant Lot is Involved:

	<u>PARCEL A</u>	<u>PARCEL B</u>	<u>PARCEL C</u>	<u>PARCEL D</u>
EXISTING SIZE	_____	_____	_____	_____
PROPOSED SIZE	_____	_____	_____	_____

TOWN USE ONLY		
Date Received: _____	Receipt # _____	Fee \$250.00

TOWN OF HUNTINGTON
DEPARTMENT OF PLANNING AND ENVIRONMENT
CONTACT DESIGNATION FORM

I, _____, hereby authorize the following person to be the contact for
Owners Name

the application listed below, and as such, he/she is hereby designated to receive all correspondence for the
application known as:

_____ **Project Name**

_____ Contact's Name

_____ Company Name

_____ Street Address

_____ City State Zip Code

The contact listed above can be reached as follows:

Office #: _____

Cell #: _____

Fax #: _____

Email: _____

Owners Signature: _____

Date: _____

Please be advised, that by signing this Contact Designation Form, the contact listed above will continue to receive all correspondence from this office until a new form is submitted to the Department of Planning and Environment.

CERTIFICATION OF DISCLOSURE

STATE OF NEW YORK)
COUNTY OF SUFFOLK) SS.:

_____, being by me duly sworn, deposes and says:

1. I have an interest in an application for approval of a lot line change being made the Town of Huntington Planning Board, known as: _____
2. I reside at: _____
3. The nature of my interest in the aforesaid application is as the: _____
4. It is my understanding that the Huntington Town Board has determined that as a matter of policy there shall be a full, frank and complete disclosure of the identity of all persons having any interest, direct or indirect, in all applications for land use, including subdivision or site plan approval, of any real property in the Town, to the Huntington Town Planning Board, to ensure that no question of conflict of interest or favoritism will arise.
5. To the best of my knowledge, information and belief, there are no other persons, firms or corporations that have an interest in this application, except as hereinafter set forth: (Include all officers of corporations) _____

All others listed as having an interest shall prepare their own certification of disclosure or be added as co-signers of this document. In the case of corporations, the listing of officers and signature of the president or his/her power of attorney shall suffice.

6. I further understand that if granted, the application will result in the reconfiguration of the current lots and I am in agreement with the changes that will take place.

Signature

(Print name)

Sworn to before me this

_____ day of _____, 20____

Notary Public