

**LOT MODIFICATION APPLICATION**

**Part 1. Application Notes**

1. A lot modification is required to modify any existing lot lines shown on a plat or other recorded document. This review is used to ensure that the proposed lot modification complies with the dimensional requirements of the zoning district where they are located and that all development standards, infrastructure requirements, and circulation systems required by the USDO and other applicable City codes are provided.
2. Complete the ownership information requested below for the current owners of all lots or tracts to be merged. All owners of property, or their authorized agent, subject to this application must sign an owner's authorization form.

Check below for the type(s) of lot modification to be reviewed in this application:

Land Subdivision of Four or Fewer Lots    Land Subdivision of Five or More Lots    Lot Consolidation    Lot Line Adjustment

**Part 2A. Property 1 Information**

Existing Property Address:		Tax Identification Number:
Name of Property Owner:		
Zoning District:		
Current Lot Size	Acres:	Square Feet:
Adjusted Lot Size	Acres:	Square Feet:

**Part 2B. Property 2 Information**

Existing or Proposed Property Address:		Tax Identification Number:
Name of Property Owner:		
Zoning District:		
Current Lot Size	Acres:	Square Feet:
Adjusted Lot Size	Acres:	Square Feet:

**Part 2C. Property 3 Information**

Existing or Proposed Property Address:		Tax Identification Number:
Name of Property Owner:		
Zoning District:		
Current Lot Size	Acres:	Square Feet:
Adjusted Lot Size	Acres:	Square Feet:

**Part 2D. Property 4 Information**

Existing or Proposed Property Address:		Tax Identification Number:
Name of Property Owner:		
Zoning District:		
Current Lot Size	Acres:	Square Feet:
Adjusted Lot Size	Acres:	Square Feet:

### Part 3. Project Details

1. Describe the purpose of the proposed lot modification:

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2. Are there any easements on any of the lots that are the subject of this lot modification?  Yes  No  
*If yes, please indicate on which lots and describe the type of easement and location below.*

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3. Are there any liens or mortgages on any of the lots that are the subject of the lot modification?  Yes  No  
*If yes, please indicate on which lots and provide the name and address of the lien or mortgage holder below.*

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4. Does this lot modification result in non-conformities with respect to the zoning?  Yes  No  
*If yes, please indicate the nature and extent of non-conformities that would be created.*

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5. If there are existing non-conformities, does this lot modification make the property more conforming?  Yes  No  
*If yes, please indicate improvement. If no, please explain the extent that the non-conformity is worsened.*

### Part 4. Submittal Requirement Checklist

	Required Documents	Hard Copies	Electronic Copies	Electronic Submission (.pdf) (Required Document Name)
<b>A. Required for All Lot Modification Applications</b>				
<input type="checkbox"/>	Master Application	1	1	Master Application
<input type="checkbox"/>	Lot Modification Application	1	1	LM
<input type="checkbox"/>	Owner's Consent Form	1	1	Owner's Consent
<input type="checkbox"/>	Plat map showing existing and proposed new lot lines on City standard title block, stamped by a NYS licensed engineer or land surveyor	1 Mylar 2 Paper	1	Plat Map
<input type="checkbox"/>	Application fee as established in the Albany Fee Schedule - \$25 per lot (County fees not included) – Payable to <i>The City of Albany Treasurer</i>			
<b>B. Voluntary or Upon Request</b>				
<input type="checkbox"/>	Drawing to scale showing existing lot lines, with lot dimensions, existing buildings, driveways, parking, landscaping, and utility locations	1	1	Existing Conditions [YYYY]-[MM]-[DD]
<input type="checkbox"/>	Any additional information determined to be necessary by the Chief Planning Official	1	1	[Document Name]

Electronic document submissions shall be sent via email to [dpd@albanyny.gov](mailto:dpd@albanyny.gov), USB Flash Drive, or by another medium approved by the City of Albany Planning Staff. CD and DVD submissions are **not** accepted.

### Part 5: Project Surveyor Information

Company Name:	Surveyor Name:	License No:
Mailing Address:		
Email:	Phone No.	
Signature:		Date: