

# Town of Rensselaerville Planning Board

## Land Annexation APPLICATION

The Applicant must contact, and provide all paperwork requirements, to the Planning Board Secretary, at least five (5) days prior to a meeting date. The conference with respect to this Land Annexation will take place at a regularly scheduled meeting of the Planning Board; which meets the first and third Thursday of each month. **A completed application should be submitted along with four (4) copies of the proposed LAND ANNEXATION SKETCH PLAN with new lot lines, current property deeds, proof of property taxes paid for each parcel, the signed Site Visit Consent form, and a fee of \$50.00 USD.**

Instructions: Fully complete this application. Write "N/A" when not applicable.

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### APPLICANT INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

If the Applicant is being represented by an attorney or agent, please provide the following information:

Name \_\_\_\_\_

Firm \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Relationship of Applicant to property proposed to be subdivided

\_\_\_\_\_ Owner      \_\_\_\_\_ Contract Vendee      \_\_\_\_\_ Other: (describe)

If Applicant is not the owner, Applicant must submit documentation demonstrating that Applicant has proper legal authority to proceed in regard to the subject lands (i.e. contract authorizing Applicant to proceed, notarized letter of permission from all owners of the subject property, etc.)

If the Applicant is not the owner of the proposed subdivided property, please furnish the following information with respect to all owners of the property:

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

**PROPOSED PROJECT INFORMATION**

Physical address of *original* lot: \_\_\_\_\_

Tax map number of *original* lot: \_\_\_\_\_

Physical address of lot to be *annexed*: \_\_\_\_\_

Tax map number of lot to be *annexed*: \_\_\_\_\_

**Attach copy of property deeds AND proof of property taxes paid FOR EACH PARCEL.**

Identify Zoning District in which property is located \_\_\_\_\_

If property falls in more than one district, identify all districts and locate approximate location of each on sketch plan

List the streets, routes, or highways bordering proposed project:

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Purpose of project: \_\_\_\_\_ Residential development \_\_\_\_\_ Commercial development

\_\_\_\_\_ Agricultural purposes \_\_\_\_\_ Other (Please explain) \_\_\_\_\_

Present or proposed easements or other restrictions: \_\_\_\_\_

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**REQUIRED SPECIFICATIONS FOR LAND ANNEXATION SKETCH PLAN**

The land annexation application shall consist of four (4) copies of the sketch plan with proposed new lot line (based on tax map information or some other similarly accurate base map) at a scale preferably not less than 100 feet to one inch, and shall show the following:

1. The name of the owners of all adjoining property owners as disclosed by the most recent municipal tax records;
2. The tax map sheet, block, and lot numbers, scale, north arrow and total acreage involved;
3. The location and boundaries of the proposed annexation in relation to municipal boundaries, if any, within 500 feet of the property;
4. Contour lines with intervals of no more than 20 feet (may be obtained from existing USGS maps);
5. The proposed layout of lots, including the approximate dimensions and area of lots, and the proposed layout of streets;
6. Location and identification of existing streets and significant natural features (for example, water bodies steep slopes, wetlands, steep slopes > 15%, prime farmland soils, soils of statewide importance, significant single trees or significant stands of trees or wooded areas, as well as any historical resources or designated historical structures, sites, or districts);
7. Existing permanent buildings structures, and utilities, if any;
8. All existing restrictions on the use of the land in question, including easements, covenants and current zoning classification;
9. A description of the proposed street layout, recreation areas, and systems of drainage, sewerage, and water supply within the annexation area;
10. A description of building types and approximate locations within a building envelope;
11. Location and designation of zoning districts and any overlay districts that pertain to the parcel; and
12. Such other features as the Applicant may deem pertinent.

\_\_\_\_\_ **\$50 Fee enclosed**

\_\_\_\_\_ **Attached – Signed site visit consent form providing authority for the Planning Board and its agents, consultants, or representatives to have access to the project site.**

The Planning Board may seek the assistance of any department, agency, or employee of the Town for assistance or require submission by Applicant of information and plans to Town's committees.

The Planning Board may hire engineers, consultants or attorneys to assist with respect to this application in the Planning Board's discretion and require Applicant to pay for such and to establish an escrow for that purpose.

Reference is herein made to the full Zoning and Subdivision Regulations of the Town of Rensselaerville for a complete review of the applicable laws and regulations, copies of which may be reviewed at the Rensselaerville Town Hall or may be purchased for a fee.

I understand that the Planning Board may require additional information before accepting or taking further action on this application.

Dated: \_\_\_\_\_

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

Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

Please note: If Applicant is a corporation, signature should be that of an officer of the corporation and the position or title of the officer must be stated.

**Town of Rensselaerville Planning Board  
87 Barger Road  
Medusa, NY 12120**

**Site Visit Consent Form**

The Town of Rensselaerville Planning Board requests your permission to conduct a site visit of this property to assist in the Board’s application process, review and determinations. The Board seeks authority to walk the property and visit the site at the Board’s unaccompanied convenience only, at any time during the application process, with consultants of our choosing.

Please fill out the information below and return promptly to the Rensselaerville Planning Board.

Name of Applicant

\_\_\_\_\_

Location of Site:

\_\_\_\_\_

\_\_\_\_\_

Tax Map Number(s)

\_\_\_\_\_

Permission Granted Yes \_\_\_\_\_ No \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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