

CHANGE OF LOT LINE

CHECKLIST

for Planning Board Application

To be completed by the applicant and submitted with the application. Applications not accompanied by a completed checklist, or missing materials specified in the checklist, may be considered incomplete.

Project name and section _____
Applicant Name _____

- Completed, signed and notarized application form
- Check in correct amount (see fee schedule) payable to the Town of Greece
- Permission from property owner if not same as applicant (letter or signed sale contract)
- Correct number of drawing sets, stamped by the appropriate licensed design professional (*7 folded prints*).
- Plat drawing
 - Project location map showing subject property and Applicant's entire adjacent holdings, and properties, subdivisions, streets and easements within 500' of the Applicant's property under consideration
 - Drawing title block
 - Project title and street address
 - Applicant's name and address
 - Seal and signature, address, phone number and e-mail address of licensed design professional
 - Planning Board approval block (2"-wide by 3"-tall empty block)
 - North arrow and plan scale
 - Original date and revision block
 - Zoning data
 - Zoning district of subject property and all adjoining properties
 - Zoning table including existing and proposed setbacks, lot area, lot coverage, etc.
 - Setback limits shown
 - Site data
 - Owner names, addresses, and tax account numbers for subject property and adjoining properties
 - Proposed addresses
 - Land area in square-feet and acres for each lot
 - Site features
 - Property boundaries plotted to scale with bearings and distances shown
 - Existing and proposed building footprints
 - Watercourses, wetlands, flood zones, coastal erosion hazard areas (sources cited)
 - Fences, guardrails, walls

- Other structures
- Adjoining structures and land uses
- Street names, right-of-way width, and roadway jurisdiction shown
- Sidewalks, roadway signage, street lights, utility poles
- Monumentation and stationing
- Easements (public and private)
 - Dimensions shown
 - Name of easement holder
 - Labeled “existing” or “proposed”
 - Liber and page of existing easements labeled