CHANGE OF LOT LINE
CHECKLIST

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 feet 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 (3"-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