

Town of Middlefield

Checklist for Lot Line Adjustment

- 1) Completed application form.**
- 2) Sketch Plan showing altered boundaries.***
- 3) Copies of deeds for all parcels involved in the change.**
- 4) Letter of authorization from any involved landowner who will not be present.**
- 5) Survey map showing altered boundaries (this may be substituted for Sketch Plan).**
- 6) Legal agreement or deed that will make the change in boundaries.**

***If you aren't sure whether your proposal will meet the zoning requirements, our recommendation is to bring the sketch plan to a Planning Board meeting for review first, before undertaking a survey.**

Town Of Middlefield

Application for Lot Line Adjustment

Owner Information Lot 1

Name _____

Address _____

Phone _____ Email _____

Owner Information Lot 2

Name _____

Address _____

Phone _____ Email _____

If more than two lots are involved in the adjustment, please include further information on a separate sheet.

Subject Property Information

Locations and street addresses of lots _____

Tax map numbers of lots _____

Lot sizes before adjustment _____

Lot sizes after adjustment _____

Please attach a sketch of the subject properties with the requested change(s) in boundaries indicated. Include all dimensions, such as front, side and rear property line setbacks, existing buildings, and natural features. The sketch should indicate road names and property addresses.

Applicant's signature _____ Date _____

Planning Board Chair Signature _____ Date _____

Town Board Chair Signature _____ Date _____