

**TOWN OF BRISTOL**  
**Ontario County, New York**  
**APPLICATION FOR LOT LINE ADJUSTMENT**

*Lot Line Adjustment: The adjusting of common property line(s) or boundaries between adjacent lots, tracts, or parcels for the purpose of accommodating a transfer of land, rectifying a disputed property line location, or freeing such a boundary from any difference or discrepancies.*

**Contact Information:**

Town of Bristol Code Enforcement Officer  
 Phone: (585) 229-2440  
 FAX: (585) 229-4319  
 E-Mail: [brcodes@frontier.com](mailto:brcodes@frontier.com)

**GENERAL INFORMATION:**

Planning Board Fees: See Town of Bristol "Fee Schedule"  
 (Plus all Legal and Engineering costs incurred by the Town in the review of this Application)

Plans, maps and completed application must be submitted to the Code Enforcement Office no later than two (2) weeks prior to a scheduled Planning Board meeting (Board meets the first Monday of each month at 7:00 P.M. in the Bristol Town Hall)

**MAPS REQUIRED:**

- One Mylar of Survey Map
- Seven paper copies of Survey Map:
  - Mylar and 2 paper copies to be filed with County Clerk
  - One copy for Planning Board Files
  - One copy for Applicant
  - One copy for Highway Department
  - One copy for Zoning Office

(One additional paper copy may be needed if it is necessary to send application to Ontario County Planning Board)

**NOTE:**

Part I of the Environmental Assessment Form must be completed by the applicant and accompany the application. (Part 617 of the Environmental Conservation Law – State Environmental Quality Review, or SEQR)

Map must bear the following statement:

**"The Town of Bristol is not responsible for the quality or quantity of water".**

As stated in the *Right to Farm Law of the Town of Bristol (Local Law 2001)*, the following will be stamped on all lot line adjustment maps:

**"It is the policy of this State and the Town of Bristol to conserve, protect and encourage the development and improvement of agricultural land for the production of food and other products, and also for its natural ecological value. This notice is to inform prospective residents that the property they are about to acquire lies partially or wholly in, or within 500 feet of, either an agricultural district or land for which an individual commitment has been received pursuant to Section 305 or 306 of the Agriculture and Markets Law of the State of New York, and that farming activities may include, but not be limited to activities that cause noise, dust and odors."**

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

<u>Applicant Name and Address</u>	<u>Applicant Name and Address</u>
<u>Phone No. (H)</u> <u>Phone No. (W)</u> <u>Cell Phone:</u>	<u>Phone No. (H)</u> <u>Phone No. (W)</u> <u>Cell Phone</u>

Fee Paid: \$ \_\_\_\_\_

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

Rec. By: \_\_\_\_\_

**Application for Lot Line Adjustment**

Applicant's Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Cell Phone: \_\_\_\_\_

ZIP Code: \_\_\_\_\_

Signature of Owner \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Cell Phone: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Signature of Owner \_\_\_\_\_

Consent has been granted by the owners for this Application?      Yes      No

Proof of consent must be supplied

Acreage in Lot line adjustment: \_\_\_\_\_ Zoning District: \_\_\_\_\_ Tax Map No. \_\_\_\_\_

Location of Lot line adjustment: \_\_\_\_\_

Name of Lot line adjustment: \_\_\_\_\_

Type of Lot line adjustment: Residential      Commercial      Industrial     

Current Easements:      Yes      No Brief Description of Easements: \_\_\_\_\_

Proposed Easements: \_\_\_\_\_ Brief Description: \_\_\_\_\_

Deed Restrictions on Property: \_\_\_\_\_ Brief Description \_\_\_\_\_

Name and Address of Engineer/Licensed Surveyor: \_\_\_\_\_

Phone No: \_\_\_\_\_ ZIP \_\_\_\_\_

Name and Address of Attorney: \_\_\_\_\_

Phone No: \_\_\_\_\_ ZIP \_\_\_\_\_

## INFORMATION REQUIRED FOR LOT LINE ADJUSTMENT

The information listed below is required by the Town of Bristol Planning Board prior to an application being deemed "complete". This checklist is for official use only. It should be used as a guide for the applicant. It is suggested that the applicant have an informational meeting with the Planning Board prior to submitting an application to determine if some of the requirements below can be modified or waived for a lot line adjustment application.

**Refer to Zoning Ordinance of the Town of Bristol, Article Eleven, for uses, setbacks, and other regulations as pertains to each zoning district. \***

Lot Line Adjustment shall show or be accompanied by the following information:

1. Proposed lot line adjustment name or identifying title.
2. Date, north point and scale. The plan shall be at a scale of no more than one hundred (100) feet to the inch. All plats shall be on sheets no smaller than 8 ½" x 11" and no larger than 34" x 44" overall.
3. Dimensions shall all be shown in feet and in hundredths of a foot.
4. Name of owner of the property.
5. Name and seal of engineer, surveyor, or architect responsible for the plan.
6. Width and location of all private driveways.
7. All buildings within 75 feet of the lot line adjustment
8. Wells and septic system on this and contiguous properties within 100 feet of the lot line adjustment.
9. Delineation of limits of any land to be disturbed in any manner including areas to be cut, filled, excavated, or graded and contours, both existing and proposed at vertical intervals of no more than two (2) feet for areas within such limits.
10. Contours at vertical intervals of *five (5) feet* as determined from a topographic survey map of the U.S. Geological Survey. In the case of steep or unusual tracts, the Planning Board may require contours at such lesser intervals as it finds necessary for study and planning of the tract.
11. Location and description of all swales, ponds, basins, fences, dikes or other devices required to control soil erosion and sedimentation within 50 feet of the lot line adjustment.
12. All existing watercourses and other significant natural features within 100 feet of the lot line adjustment.
13. All existing streets on or adjacent to the tract, including names, right-of-way widths and pavement widths.
14. All existing property lines, easements and rights-of-way, with appropriate Liber and Page and the purpose for which the easements or rights-of-way have been established.
15. Location and width of proposed streets, rights-of-way, easements and proposed lot lines and setbacks.
16. Sufficient data to readily determine the locations, bearings and length of every street, easement, lot and boundary line and to reproduce such lines on the ground including:
  - The length of all straight lines, radii, lengths of curves and tangent bearings for each street, and
  - All dimensions and angles or bearings of the lines of each lot and of each area proposed to be dedicated to public use.
17. Permanent reference monuments shall be shown.

18. The location and width of all proposed driveway intersections with streets and sight distances therefrom. Suitable means of access must be shown for each lot unless lot is annexed to an existing parcel.
  - Driveway locations for all residential uses along State, County or Town roads shall require a driveway permit and/or a highway work permit prior to approval.
  - All uses on all parcels in all zoning districts in the Town of Bristol must locate driveways in such a manner as to comply with the table of safe sight distances. All signage associated with the table shall comply with the most recent edition of the Manual of Uniform Traffic Control Devices.
19. Wherever practicable, the names of owners of all abutting un-plotted land and the names of all abutting lot line adjustments.
20. Copies of proposed deed restrictions, if any, shall be attached to the preliminary plan.
21. Other improvements or modifications required by the Planning Board in the resolution granting preliminary/final approval.

**REGULATIONS REGARDING LOT LINE ADJUSTMENTS Article 1 General Provisions for Minor Subdivision Regulations and Lot Line Adjustment:**

*The provisions contained herein shall apply to all land within the corporate limits of the Town of Bristol. All Minor Subdivisions and lot line adjustments of land within the town shall be designed and submitted for approval in compliance with the standards and procedures set forth. Minor lot line changes, which do not create a new lot will be reviewed administratively by the Planning Board and may or may not require a public hearing as determined by the Planning Board.*

**APPLICANT: DO NOT WRITE BELOW THIS LINE.**

Date received by Chairperson or Secretary of the Planning Board: \_\_\_\_\_

Date of scheduled Planning Board Review: \_\_\_\_\_

I certify that this Application is in compliance with the rules and regulations known as ***Regulations for Minor Subdivision and Land Development for the Town of Bristol.***

Comments: \_\_\_\_\_

Date: \_\_\_\_\_  
 \_\_\_\_\_  
 Chairperson or Secretary of Planning Board

Public Hearing scheduled for: \_\_\_\_\_ (if applicable)

County Planning Board Review necessary?  Yes  No

Date of County Planning Board review: \_\_\_\_\_

**Prior to the Planning Board review and approval: the map presented shall have a statement stating the total acreage owned by each applicant prior to the lot line adjustment, the amount of acreage in the lot line adjustment and the final acreage owned by each land owner after the adjustment has been completed.**

Tape Maps or Survey Maps used for purposes of transfer of ownership or mortgage shall be provided with the application, where available. These maps may also be used, where appropriate, as part of the Lot line adjustment Plat.

## **INFORMATION FOR APPLICANT:**

Ontario County Clerk's Office requirements for filing Subdivision and or Lot Line Adjustment Maps:

When a subdivision map/lot line adjustment is presented for filing, the following is required:

1. A Mylar or linen plus two (2) paper copies.
2. The surveyor's signature and seal.
3. An original County Tax Search or an original or copy of a tax search of an abstract and title company, showing taxes paid.

The above apply to any subdivision, re-subdivision, amended subdivision, and lot line adjustment filed.

## ***FROM TOWN OF BRISTOL SUBDIVISION REGULATIONS:***

### **"Filing of Approved Final Plat for Minor Subdivision/Lot Line Adjustment:**

Upon completion of all requirements set forth in the action approving the final plat and notation to that effect upon the final plat, it shall be deemed to have final approval and shall be properly signed by the appropriate officers of the Planning Board. The plat shall then be filed by the applicant in the Office of the Ontario County Clerk. Any final plat not so filed and recorded within sixty (60) days of the date on which said plat is approved or considered approved by reasons of failure of the Planning Board to act, shall become null and void unless the particular circumstances of said applicant warrant the Planning Board granting an extension, which shall not extend two (2) additional periods of ninety (90) days."

The following information is being provided to you for your information only. It is not intended to be used for any other purpose. The information is confidential and should be kept confidential.

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