

Town of Otego Planning Board

revised Jan 2025

Simple Lot Split – Boundary Line Adjustment

Instructions

1. Please bring photo ID with you the the Planning Board meeting.
2. Please print neatly in blue or black ink.
3. Tax Map Number, address and acreage are on the upper right section of the General Property Tax Bill for the parcel. It is also available from the Town Assessor and the Otsego County web site:
 - A. <https://www.otsego county.com/departments/real-property-tax-services/index.php>
 - B. Select 'Real Property Lookup
 - C. On the next page select "Public Access"
 - D. On the 'Otsego County Search" form, fill in at least your name and township
 - E. Select "Tax ID" that goes with your parcel
 - F. On the next page, use the button on the left to find out about the parcel. The "Owner/ Sales" button may have information about previous sales and splits. Use the button the the right side, "View Tax Map" to show a map of the parcel with acreage, road frontage, etc. if you can scale and print the image to show the parcel details, it usually satisfies the need for a sketch map of the parcel
4. Lot Splits on lots that were previously split after 2003 are treated as Minor Subdivisions.
5. The new lots must be equal or larger than the minimum for it's zoning district, two acres for zones 1,2 and 4 and three acres for Zone 3.
6. The Zoning Enforcement Officer uses road frontage, front lot dimensions and percolation test to determine whether or not the lot is suitable to build on.
7. Names a addresses of abutting parcel owners can be obtained from the Assessor's office or determined from the county tax maps.
8. Attach a sketch plan or tax map copy of the parcel with dimensions, structures, etc, indicated.
9. Pay the appropriate fee (\$ 30) with a check/MO made out to the "Town of Otego" and paid to the Town clerk . This needs to be done before the action will be approved.
10. Submissions must be made at least 10 days prior to Planning Board's scheduled meetings (3rd Tues of the month) to be placed on that month's agenda.

Town of Otego Planning Board
Simple Lot Split – Boundary Line Adjustment
Application

3/2025

Part A

Applicant Name: _____ Phone: _____

Mailing Address: _____

Town: _____ State: _____ Zip: _____

(If the applicant is not the owner, both applicant and owner must sign Part B, below)

Tax Map # (Section, Block & Lot) _____

Property Owner Name: _____

Address of Parcel: _____

Original Parcel Acreage: _____ Zoning: R1 R2 R3 R4 (Circle One)

Easements, Deed Restrictions or other Encumbrances (General Description):

Is this parcel in a flood zone? Yes _____ No _____

Was the parcel part of a subdivision made after May 1, 2003? Yes _____ No _____

Split Parcel Acreage: _____ Road Frontage: _____

Remaining Parcel Acreage _____ Road Frontage after split _____

Has a perk test been performed (recommended) in the parcel to be split? Yes _____ No _____

Name of Licensed Land Surveyor (if applicable): _____

Names and addresses of abutting property owners: (including land across roads and town lines):

Zoning Enforcement Officer's

comments _____

PART B

The information provided above is accurate and true and I am authorized to submit this application to the Town of Otego Planning Board for review and approval.

Applicant signature: _____ date: _____

Property owner signature: _____ date: _____

(if not applicant)

Notary signature if either party owner cannot attend

For Official Use Only

Application # _____ Date received _____

Fee paid \$ _____ Date received _____

Board Review: _____

Simple Lot Split

or Approved _____ Disapproved _____

Boundary Line Adjustment

by a Planning Board vote of _____ to _____ Date of vote _____

County filed map date _____ County filed map number. _____

Signature of Planning Board Chairperson: _____

Date: _____

TOWN OF OTEGO PLANNING BOARD

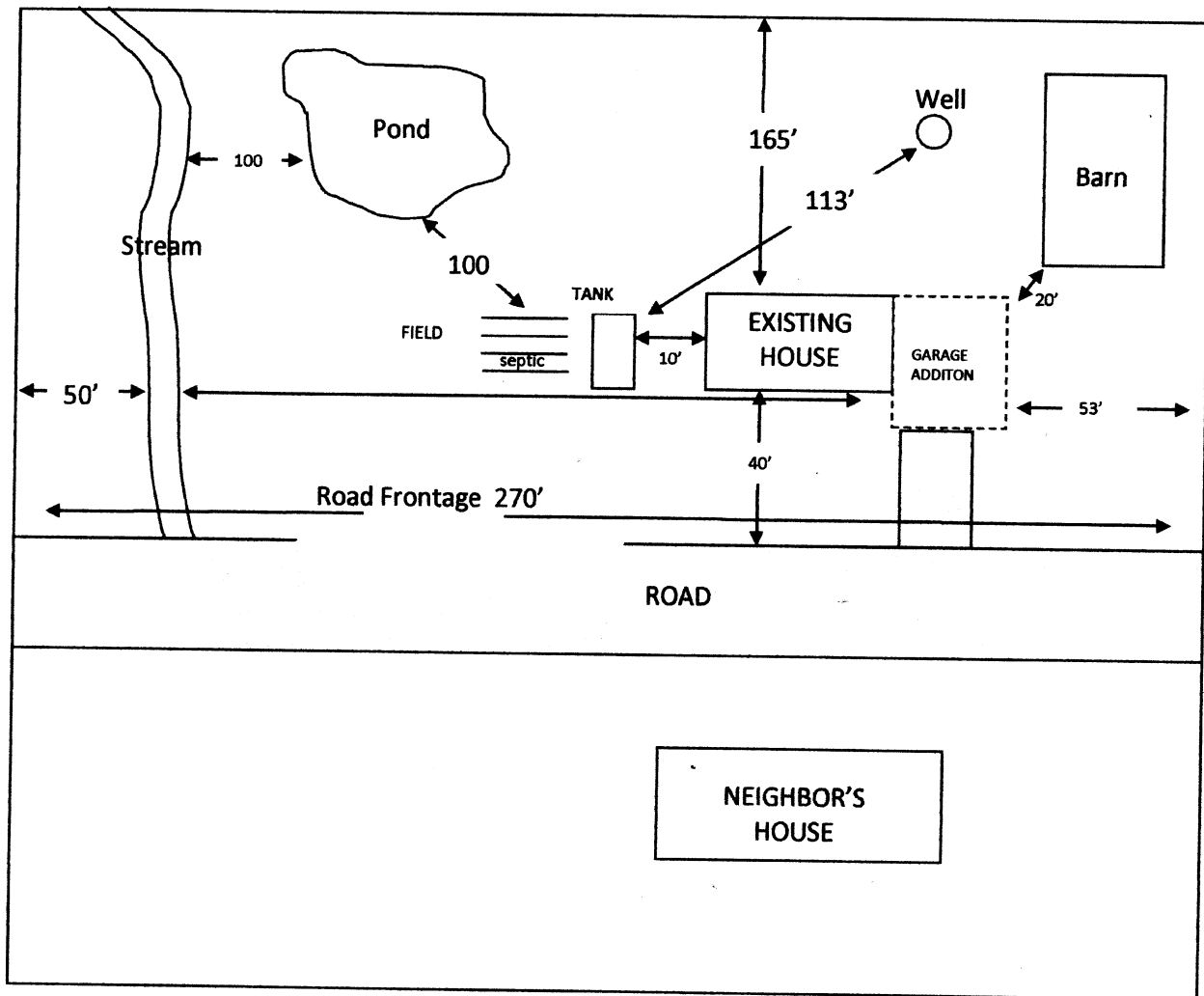
SITE PLAN SAMPLE

SITE PLAN

A site plan is a diagram of the property where the requested action is to take place. It is necessary to include a plot plan for most planning board actions on a parcel to demonstrate compliance with such things as set back requirements from property lines and roadways, distance requirements from septic systems to wells, ponds, lakes and streams. Drawings do not need to be to scale but distances indicated must be accurate.

DIRECTIONS

Draw a sketch of your property on a blank or graph paper indicating location of your well, septic, ponds, streams structures, etc. It is important to indicate the following distances: Road Frontage on all lots on splits and subdivisions, Distance to new property lines from structures, septic systems, wells, etc.



EXAMPLE SITEPLAN