



**CITY OF COHOES  
BUILDING & PLANNING**

97 Mohawk Street  
Cohoes, NY 12047  
Telephone (518)233-2130  
Fax (518)233-2162  
Email Jseman-graves@ci.cohoes.ny.us

**Subdivision/Lot  
Line Adjustment  
Application**

*Fee: Please visit the City of Cohoes' Schedule of Fees*

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

In accordance with **Article XIII of the Cohoes City Code**, the Cohoes Planning Board shall review all applications for lot line adjustments and land subdivision as part of a plan for the orderly, efficient and economical development of the City. Land to be subdivided shall be of such character that it can be used for building purposes without danger to health or peril from fire, flood or other menace. Proper provision shall be made for drainage, water, sewerage, and other needed improvements.

JOB SITE ADDRESS: \_\_\_\_\_

PERMIT APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

GENERAL CONTRACTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ARCHITECT OR ENGINEER OF RECORD: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

1. PROPOSED PROJECT: (PLEASE PROVIDE A DETAILED DESCRIPTION OF THE WORK TO BE DONE): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. DETAILED SITE PLANS OR OTHER DOCUMENTS DETAILING THE PROJECT ARE ATTACHED: YES \_\_\_\_\_ NO \_\_\_\_\_

3. AN APPROPRIATE SEQR FORM TO BE ATTACHED: YES \_\_\_\_\_ NO \_\_\_\_\_

a. THE **SHORT FORM** MAY BE USED FOR SMALL ADJUSTMENTS THAT DO NOT IMPACT THE ENVIRONMENT, OTHERWISE KNOWN AS A TYPE II PROJECT. HOWEVER, **THE FULL ENVIRONMENTAL ASSESSEMENT FORM** IS REQUIRED FOR TYPE I AND UNLISTED PROJECTS. THE PLANNING OFFICE CAN HELP DETERMINE YOUR SEQR CLASSIFICATION.

4. PHOTOGRAPHS OF EXISTING CONDITIONS ATTACHED: YES \_\_\_\_\_ NO \_\_\_\_\_

Application is hereby made to the Building & Planning Department for the review of a lot line adjustment and/or subdivision application as herein described, pursuant to provisions of the City Code of the City of Cohoes. The owner and the applicant agree to comply with all applicable laws, ordinances and regulations and with all regulations and procedures as explained in this application, and will allow all inspectors to enter the premises for all required and necessary inspections. The following regulations shall apply:

- This application shall be completed and signed by the property owner and the applicant, and submitted to the Planning & Building Department.
- This application must be accompanied by an electronic and paper copy of the following:
  - **10 sets of detailed site plans in 24"x36" format to include:**
    - (a) Existing and proposed buildings or structures on the lot and their distances to one another as well as to the lot lines and all other pertinent details of the property.
    - (b) Existing and proposed drainage, utilities, and other natural features including, but not limited to, wetlands, floodplains and wooded areas.
    - (c) Temporary and permanent sediment and erosion control measures, proposed grading and drainage features.
  - **An appropriate SEQR form.**
  - **Photographs of existing conditions.**
- Fees required by the City Code and as calculated by the Planning & Building Department, shall be paid by check, money order, cash, or card.
- Work covered by this application shall not commence prior to Planning Board approval and the submission of signed plans to the City of Cohoes and the County of Albany and does not encompass work that would otherwise be required by a building permit.
- Any deviation from approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans by the Planning & Building Department, including any required fees.
- The approval is effective for one year from the date of issuance.

**Rules and Acknowledgments**

All work shall conform to the City of Cohoes Rules and Regulations, and must be completed within one year of receiving approvals.

I, the undersigned, understand that the permit which may be issued pursuant to this application is issued on the assumption that all of the representations made on this permit application are true and accurate. I have read and understand the provisions of the Cohoes City Zoning Code, NYS Building Code and related Rules and Regulations and will comply with said requirements. I understand that if any of the information on this form is found to be untrue or inaccurate, or if the work initiated pursuant to a permit granted based on the representations made on this application is not completed in accordance with the representations made on this permit application, then the permit may be revoked without notice to myself, the contractor, or any other party.

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE OF PROPERTY OWNER** \_\_\_\_\_ **DATE:** \_\_\_\_\_

<b>FOR STAFF USE ONLY:</b>	
DATE/TIME APPLIED _____	RECEIVED BY _____
ZONING OFFICER APPROVAL _____	
DATE ISSUED/DENIED _____	EXPIRATION DATE _____
Notes: _____ _____	