

TOWN OF CAPE VINCENT, NY  
(315) 654-3660  
**Lot-Line Adjustment Application**

Date: \_\_\_\_\_ Date Received by Town: \_\_\_\_\_

Applicants' Names: \_\_\_\_\_  
\_\_\_\_\_

Owner or Owners' Name(s):  
\_\_\_\_\_  
\_\_\_\_\_

Address: Street/PO Box \_\_\_\_\_  
City/Village \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Address: Street/PO Box \_\_\_\_\_  
City/Village \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Property Location (Existing): (Town of Cape Vincent):

Tax Map# \_\_\_\_\_

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

Lot-Line Adjustment Property Location: (Town of Cape Vincent):

Tax Map # \_\_\_\_\_

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

Lot-Line Adjustment Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicants' Signatures: \_\_\_\_\_  
\_\_\_\_\_

***Documentation Required by Planning Board:***

1. Application and fee (\$75); payable to Town Clerk
2. Scale sketch showing original lots and requested adjustment
3. Signed plat showing the final lot.
4. Paperwork should be returned to the Town Office eight (8) days before a scheduled Planning Board meeting.
5. Approved plat must be filed with the Jefferson County Clerk within 62 days following Planning Board approval.

# Jefferson County Clerk's Office

175 Arsenal St.  
Watertown, N.Y. 13601


Land Records FAX (315)785-5145  
Court Records FAX (315)779-5990  
DMV FAX (315)785-5048

**Gizelle J. Meeks**  
County Clerk/ RMO  
(315) 785-3312  
gmeeks@co.jefferson.ny.us



**Jaime S. Thompson**  
Deputy Clerk  
(315) 785-3312  
jthompson@co.jefferson.ny.us

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TO: Jefferson County Towns, Villages and City of Watertown  
FROM: Gizelle J. Meeks, Jefferson County Clerk   
DATE: April 22, 2015  
RE: Survey Map Affidavit

Effective immediately, the attached Survey Map Affidavit is required to be completed for every map filed within the Jefferson County Clerk's Office. This affidavit is similar to those that are already implemented in other counties throughout New York State. Maps presented without this affidavit will not be filed. This Affidavit will replace the current notices that are being sent out to your offices.

Thank you in advance for your assistance with this matter. Should you have any questions or concerns, please do not hesitate to contact my office.

GJM/jst

**JEFFERSON COUNTY, STATE OF NEW YORK**  
**Survey Map Affidavit**

MAP # \_\_\_\_\_

DATE FILED: \_\_\_\_\_

For filing Survey Maps at the Jefferson County Clerk's Office:  
1 Mylar & 2 paper maps required. **MUST BE ORIGINALS.**  
Minimum: 8 1/2" x 11" / Maximum: 34" x 44"

Title of Survey Map \_\_\_\_\_

Property Owner's name at time of filing \_\_\_\_\_

Tax Map # \_\_\_\_\_ Town/Village/City \_\_\_\_\_ Acres Involved \_\_\_\_\_

Name of Surveyor \_\_\_\_\_ Date of Map \_\_\_\_\_

1. Does this survey map divide an existing parcel? YES \_\_\_\_\_ NO \_\_\_\_\_  
If NO, continue to #4.

2. Is local subdivision approval required? YES \_\_\_\_\_ NO \_\_\_\_\_  
If YES, name of Planning Board Official that signed map:

Name \_\_\_\_\_ Date of Signature \_\_\_\_\_

3. Does the map create five or more lots that are five acres or less? YES \_\_\_\_\_ NO \_\_\_\_\_  
If YES, NYS Department of Health approval is required prior to filing.

4. Does this map amend or correct a map already on file? YES \_\_\_\_\_ NO \_\_\_\_\_  
If YES, File # or original map: \_\_\_\_\_

To the best of my knowledge the above information is correct. I hereby represent that if this map divides an existing parcel, I have consulted with the town, city or village clerk and I state that all approvals required by law have been complied with and that the approvals are noted on the survey map. *Notice: In a written statement filed with the County, any person who knowingly makes a false statement which such person does not believe to be true has committed a crime under the laws of New York State punishable as a Class A Misdemeanor (PL Sec. 210.45).*

Signature of Filer: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Filer: \_\_\_\_\_

State of New York  
County of Jefferson

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public