

Town of Colchester Planning Board
P. O. Box 321 Downsville, NY 13755
607.363.2752 bseegmil@hunter.cuny.edu

**APPLICATION FOR SAME OWNER(S) TO COMBINE TWO OR MORE
ADJACENT TAX PARCELS**

All Property Taxes must be paid in full.

Parcels must have the same deeded owners.

Parcels must be located in the same town, school district, fire district and any other special districts.

Request is subject to review by the Town of Colchester Planning Board.

APPLICANT INSTRUCTIONS

1. Fill out the attached form: "APPLICATION FOR SAME OWNER(S) TO COMBINE TWO OR MORE ADJACENT TAX PARCELS."
2. You must submit the application and the following supporting materials to the Planning Board **at least 10 days before the Planning Board meeting** at which you want to appear. Contact the Chair to be placed on the Agenda. (Please note: A meeting may be cancelled if there are no agenda items or due to inclement weather):

You must submit:

- a. The completed application, signed by ALL owners of the parcels. – 2 copies
- b. Proof of ownership of the properties involved showing ALL owners.
This may take the form of deeds, surveys, or tax maps showing the contiguity of the properties.
- c. The owner(s) of the parcels should attend the Planning Board meeting at which the transaction will be presented.
All owners not present at the meeting must designate, through a notarized statement of authorization, an agent to represent them at the meeting.
- d. The owner(s) will pay the fee of \$30 to the Planning Board Clerk.
- e. The Planning Board will Approve, Conditionally Approve, or Deny the Application.

If:

- (1) Approved, the applicant will be given a signed copy of the application form
- (2) Conditionally Approved, the applicant may resubmit the application when the conditions have been met and receive the form.
- (3) Denied, the applicant may resubmit a new application.
- f. Within 62 days of final approval, the applicant should file the approved application form with the Delaware County Clerk in Miscellaneous Records in Delhi
- g. The applicant will submit the receipt for filing received from the Delaware County Clerk to the Delaware County Real Property Office in Delhi.