



Village of Webster

Zoning Board of Appeals

Lot Line Modification Application



§ 175-40 – Site Plan Review

Prior to issuing a building permit for the construction of a building, or for the alteration of a building if the area of any floor would be increased 25% thereby, or where two or more parcels of land are to be combined into one parcel, and prior to the issuance of a zoning permit or certificate of occupancy for a change of use or occupancy of land or a building, the Building Inspector shall refer the site plans of the parcel to the Zoning Board of Appeals for its review and approval.

Required Documentation:

- Completed Application
- Letter of Intent:
 - Outline the proposed project in detail, including why a lot line change is requested.
 - Describe the history of the parcel(s), including any prior site or lot line modification.
 - Provide data on the nature of any existing easements, deed restrictions or covenants, if applicable to the property.
- Environmental Assessment Form
- Notification to Neighbors / Confirmation of mailing
- Owner authorization (if applicable)
- **Instrument Survey Map** showing the following:
 - Existing lot lines, dimensions, and setbacks
 - Proposed location of modification to lot line(s)
 - Existing structures including fences, decks, pools, sheds, or accessory structures
 - Existing site features: bodies of water, water courses, creeks, wetlands, floodplains, woods
 - Location of existing sewer and water services
 - Zoning setback requirements
 - Location of any existing easements



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Project Address: _____

Applicant Name: _____

Property Owner (if different from applicant): _____

Attorney (if applicable):

Name: _____ Company: _____

Phone #: _____ Email: _____

Property Information:

Tax ID #: _____ Zoning District: _____

Total Acreage: _____

Existing Number of Lots: _____ Proposed Number of Lots: _____

Existing Parcel Type: _____ Residential _____ Commercial _____ Industrial

Are there existing Easements or Deed Restrictions for the property? _____

Will this modification involve any roadwork, utilities, or infrastructure improvement? _____

Will this modification impact any existing site features? _____

Will this modification impact future improvements to this site, including expansion or remodeling? _____