

Instructions for Subdividing Property or Lot Line Adjustment

A subdivision of a property is splitting a property with 1 Tax Map Number regardless if a road splits the property.

- Obtain a Subdivision Proposal Application - either from the Town of Burlington website or request one from Jo Salo, salojoann@gmail.com. On the website the application can be found under Planning Board which is under the “More” tab.
- Fill the application out completely, include a sketch map following the instructions on the Subdivision Proposal Application. A completed application means all areas are filled in (writing none is acceptable) **Failure to completely fill out the application will delay the process.**
 - Total acreage means the entire property before being split.
- A sketch map is a must. Be sure to include **all** information requested on the application..
 - The sketch map can be hand drawn or taken from the Otsego County GIS site, <https://otsegocountygis.mapxpress.net/> To find your property Click on “Search” fill in the form and hit “Find”
 - You can also find the neighboring property owners by clicking on the bordering properties. .
 - Click on your property then hit “Print” at the top left side of the program. You can then print your property and neighboring properties. You can also “Snip” the property and then add the needed information.
 - **Do not send an Aerial photo from the GIS program as it is difficult to read once printed out.**
- The completed application needs to be to Jo Salo either by regular mail or email no later than 10 days prior to the regular meeting of the Planning Board. (Usually at 6 pm, the 2nd Wednesday of the month.)
- Meet with Planning Board. If a representative of the owner is attending the meeting or submitting the application the Planning Board must have signed documentation stating that the owner has authorized the individual to represent them.
- If you have questions about the application please reach out to Jo Salo for help.