PLANNING BOARD
LOT CONSOLIDATION DIRECTIONS & CHECKLIST

Applicant Name: _____

Project Address: _____

SBL #: _____   _____

              _____   _____

Date of Request: _____   Number of Lots to be Combined: _____

PROCESS:

_____ Planning Board Notification   Date: _____

_____ Planning Board "No Interest" Letter   Date: _____

_____ Assessor's Office Notification-Merge Request   Date: _____

_____ Ulster County Land Records Notification   Date: _____
(Done by Assessor's Office)

FINAL ACTION:

_____ File Updated Survey Map with Ulster County Clerk's Office   Date: _____

_____ File Updated Deed with Ulster County Clerk's Office   Date: _____

Directions

The applicant will be required to notify the Town of Saugerties Planning Board (PB) that they are requesting to consolidate (merge) commonly owned adjacent parcels into one larger parcel. To do so they will be required to obtain a letter from the PB stating "No Interest" in reviewing the consolidation for PB Action. Once the applicant receives this letter they will notify the Town of Saugerties Assessor's Office of their intent. The assessor will review the request to ensure all real property laws are being considered before a merger can be granted. If approved an Ulster County merge request will need to be filed by the Assessor's office and submitted to Ulster County Real Property. The applicant will need to provide tax certifications for all parcels involved from the School, Town and County to Ulster County Real Property as proof of taxes paid. This action will merge parcels for the intent of combining the parcels into a single parcel for tax administration purposes only.

*A parcel merger by the Assessor may cause future issues with the parcel's title. The applicant should contact a real estate attorney and file a new deed with the description of all properties involved or a description of the outbounds of all parcels combined. The deed must include the clause: *"The intent of this deed is to combine these parcels into a single parcel for the purpose of Title and Tax administration and not be separate without a Town approved subdivision"* to clarify that the parcels are being merged for the purpose of title.