



LOT CONSOLIDATION STEP-BY-STEP GUIDE

1. Can I Consolidate My Lots?

Before you consolidate your lots, you will need to confirm that:

- The property owner is the same for all of the properties proposed to be consolidated.
- You have no outstanding City or County taxes.
- There are no liens on the properties or easements that prevent a consolidation.
- You are not consolidating two or more lots that have more than one (1) primary structure in a residential zoning district.

2. Hire an Engineer or Land Surveyor to Create Three Plat Maps.

The next step is to hire a NYS licensed Engineer or Land Surveyor to draft and stamp **plat maps** for the consolidation. **Plat maps** show the property lines before and after a consolidation. You will need to submit two (2) paper and one (1) Mylar copy of the plat maps with your application. The average cost for plat maps is \$500 to \$600.

3. Complete and submit the required Lot Consolidation Application Materials.

Download and complete the Master Application Form, Lot Modification Form, and the Owner's Consent Form. When you submit the application set, make sure to have copies of the forms mentioned above, the three (3) plat maps, and a check or money order (Click [here](#) for Fee Schedule), made out to the *City of Albany Treasurer*. You can mail or drop off your application to Department of Planning and Development at 200 Henry Johnson Boulevard, Second Floor. Once your application has been approved, you will receive an application acceptance letter explaining how to file the consolidation with Albany County and the associated fees. Once your lot consolidation has been approved and filed with Albany County, you must return stamped paper or electronic copy of the plat map to the Department of Planning and Development.

For more information on lot consolidations:

Call us at 518-465-6066