

Abutter notification procedures
and instructions for creating an abutter list

Procedures

When a proposed action requires a public hearing to be scheduled before the Board renders a decision, the public noticing process is two-fold: 1) The Planning/Zoning Clerk must contact the newspaper for the publication of the public hearing notice (*The applicant(s) is responsible for the publication fee [refer to fee table]. The publication fee can be included in the same check with your application fee*), and 2) The applicant(s) is responsible for notifying their abutters via certified mail, if applicable.

If your proposal only requires Site Plan Review and no other approvals, only the first step above is required. You may stop here and just submit the newspaper publication fee for the public hearing with your application because abutter notification letters are not required for Site Plan Review.

If your proposal requires other approvals, please continue reading below in order to complete step 2 above, the notification of abutting landowners.

Chapter 149 **Notification of Abutting Landowners**

§ 149-1 Notification procedure.

In any action that requires the notification of abutters, abutter notification will be the applicants responsibility, and abutter notification must be completed using the following procedures:

A. *Applicant will prepare a list of abutters and have the list approved by the Planning and Zoning Clerk to ensure that all abutters are listed;*

B. *Applicant will send a certified letter to all abutters no less than 10 days prior to the public hearing; and*

C. *Applicant will provide the Planning Board or Zoning Board of Appeals (whichever is applicable) with a copy of the letter and the receipts for the certified mailings at the public hearing.*

If you need assistance with compiling this data please reach out to the Planning/Zoning Clerk who can assist you with any questions. The contact information is (518) 794-8884 or email: pzclerk@townofnewlebanon.com.

Instructions

It is important that the names, addresses, as well as all the TaxID#'s/SBL#'s on your list are accurate and that all are accounted for. You will utilize this list to send your abutter notification letter advising them of your upcoming public hearing and that they have an opportunity to be heard. A sample abutter notification letter can be found on both the Planning Board and the Zoning Board of Appeals pages on the Town website. For now, let's just focus on the list.

The radius of abutters to be included on the abutters list depends upon the proposed action. The Zoning Code outlines which radius to use for your particular proposal. If there is a mistake or omission made on the abutter list, the public hearing cannot be legally opened and will have to be rescheduled which means your abutter notification must be re-written reflecting the new date and time and resent to the correct property owners, in addition to a new newspaper publication for the new date and time.

A good way to obtain the most accurate property owner and address information is by utilizing the Columbia County assessment rolls. The assessment rolls are now available online. There is a direct link to the Columbia County Property Data (assessment rolls) provided on the Building Department page <http://www.townofnewlebanon.com/town-offices/buildingplanningzoning-department/>

To follow are detailed instructions for navigating the County site and utilizing the tools provided.

- 1.) Upon clicking the Columbia County Property Data (assessment rolls). Click on “I agree” and then click the “continue” button.

-UNDEFINED



Log Out

REAL PROPERTY INFORMATION DISCLAIMER

Parcel lines are updated ONCE a year in August.

Parcel subdivisions filed after March 1st of this year will not be shown until AUGUST OF NEXT YEAR.

The information contained herein is furnished as a public service by Columbia County. Columbia County does not warrant, express or implied, the accuracy, completeness, or reliability of this information.

The user of the information assumes all risk of reliance thereon, and further, assumes all responsibility for his or her use, or misuse, of the information.

I agree

Continue

2.) On the next page click on “public access”



Please click public access or log in to resume your session.

Public Access:

[Click Here for Public Access](#)

Log In:

If you have a user account please log in below.

Username
Password
Remember Me?

3.) Search for YOUR property (sometimes referred to as “the subject property”). To begin your search, click on the Municipality dropdown menu and choose New Lebanon.



[Map](#) | [DTF Links](#) | [Assessment Info](#)

Columbia County Search

Fill in one or more of the fields below to find a property.

Municipality	All Municipalities <input type="button" value="v"/>
Tax ID / SBL	<input type="text"/>
Last Name *	<input type="text"/>
First Name *	<input type="text"/>
Street #	<input type="text"/>
Street Name	<input type="text"/>

- 4.) Once you have set the search to New Lebanon there are several ways to find your property but the most common ways are: A) You can type in your Tax ID/SBL if you know it, or B) Type in your last name (or organization name) and then click “search” and then click on the “search button”



Im

| DTF Links Assessment Info

Columbia County Search

1540 properties match your search criteria

or

Municipality	New Lebanon
A Tax ID / SBL	
B Last Name *	
First Name *	
Street #	
Street Name	

Reset Search

If you search by Tax ID or SBL it will bring you directly to your property card. If you search by last name you may first have to choose from a list if others in town. In the following example we will use Town Hall as the subject property. The organization name was typed into the ‘last name’ field and after clicking on the search button there are five possibilities. After clicking on each hyperlinked Tax ID number and viewing the property card, it was determined that the correct parcel for Town Hall is 10.3-1-64.



SDG
Image Mate Online

Navigation GIS Map | DTF Links Assessment Info

Tips

- Click on a parcel’s Tax ID to see its information.
- Click on a column title to sort on that column.

SWIS - Municipality	Tax ID	Owner
104800 - New Lebanon	9.-1-30	Town Of New Lebanon
104800 - New Lebanon	10.3-1-63	Town Of New Lebanon
104800 - New Lebanon	10.3-1-64	Town Of New Lebanon
104800 - New Lebanon	10.3-1-66	Town Of New Lebanon
104800 - New Lebanon	20.-1-43	Town Of New Lebanon

Clicking on the correct Tax ID number will bring you to the correct property card for your subject parcel. The property card looks like the image below.

- Now click on "Pin Property on GIS" located on the right hand side of the page which will bring you to an aerial view of your property and surrounding abutting properties

Municipality of New Lebanon

SWIS: 104800 Tax ID: 10 3-1-64

Tax Map ID / Property Data

Status:	Active	Roll Section:	Wholly Exem
Address:	14755 State Route 22		
Property Class:	652 - Govt bldgs	Site Property Class:	652 - Govt bldgs
Ownership Code:			
Site:	Com 1	In Ag. District:	No
Zoning Code:	RA1 -	Bldg. Style:	Not Applicable
Neighborhood:	04803 -	School District:	New Lebanon
Property Description:	Legal description not given for property		
Total Acreage/Size:	1.75	Equalization Rate:	2022 - 90.00%
Land Assessment:	2022 - \$73,800	Total Assessment:	2022 - \$980,000
Full Market Value:	2022 - \$1,088,889		
Deed Book:	480	Deed Page:	549

Pin Property on GIS Map

- Once the aerial image loads, tap onto the subject property which will change the color of the boundary lines to red. It will also create a white pop up entitled "Parcels" that, for now, you will "x" out of in order to get it out of the way. You will also see a plus and minus sign on the right hand side of the page. Click the minus button to pan out to observe the surrounding parcels a little better

Switch Map Export Map

Search Layer List -73.3753, 42.4786 Selected objects: 1

Columbia

- Parcels
- FEMA Floodplains
- NYS (DEC) Wetlands
- Soils
- Villages
- Towns
- Bing Aerial

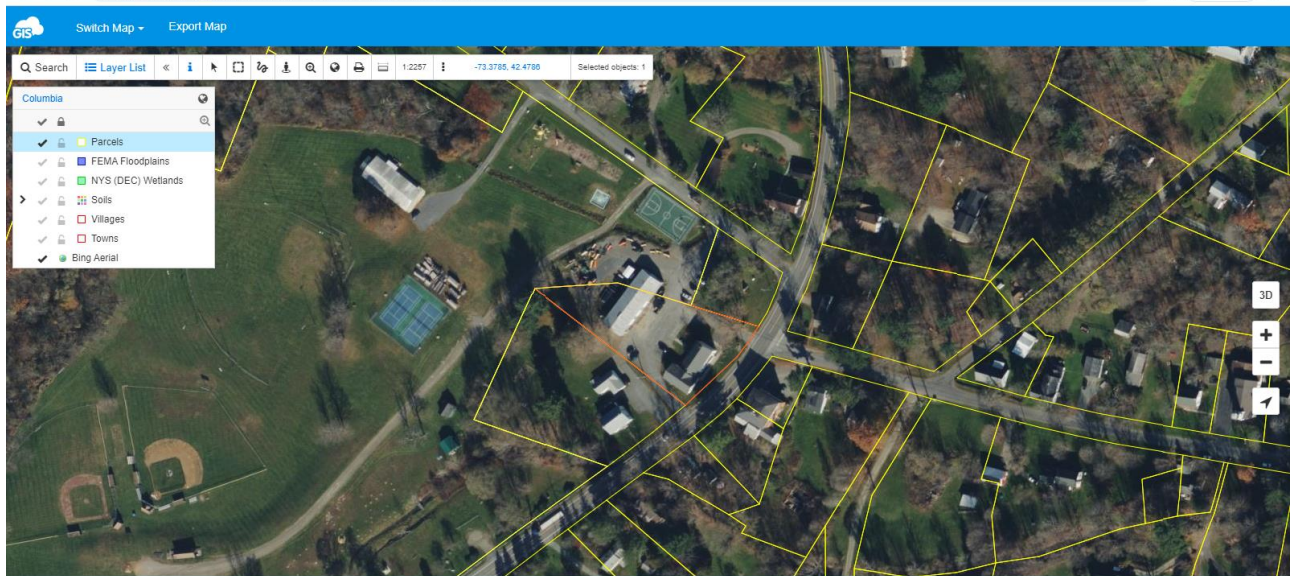
Parcels

FID 38053

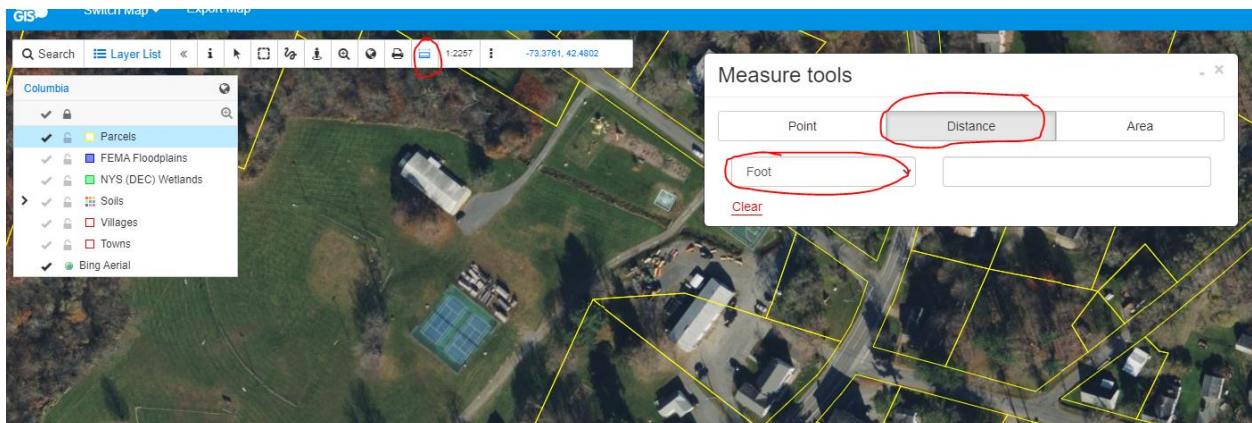
parcelid 104800-10.3-1-64

uri propdetail.aspx?cty=10&swisprintkey=104800-10.3-1-64

Now your page should look like this. Notice how your subject parcel stands out because the boundary lines are colored red:



- 7.) On the tool bar click on the ruler icon that will bring up a white pop-up box labeled “Measure tools” and then click on “Distance”, and then make sure that it’s set to ‘foot’. This measure tool box can be dragged (or moved) around the screen and out of your way as needed.

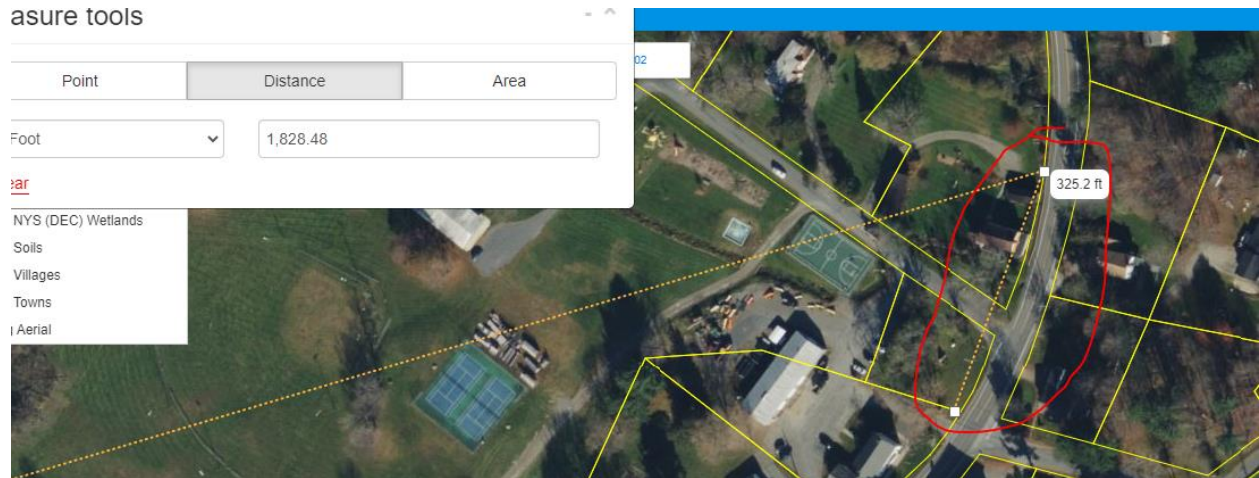


- 8.) Click on any corner of the property line which will engage the ruler. Now move your mouse to the distance of your projects required radius. In this example, we are using a radius of 300 ft. You will see from the diagram below, that this first measurement yielded two properties that will need to be included. You will continue to measure in this way around the entire subject property but before moving to each new measurement capture the owner names and addresses while you are here. To do this see the next step

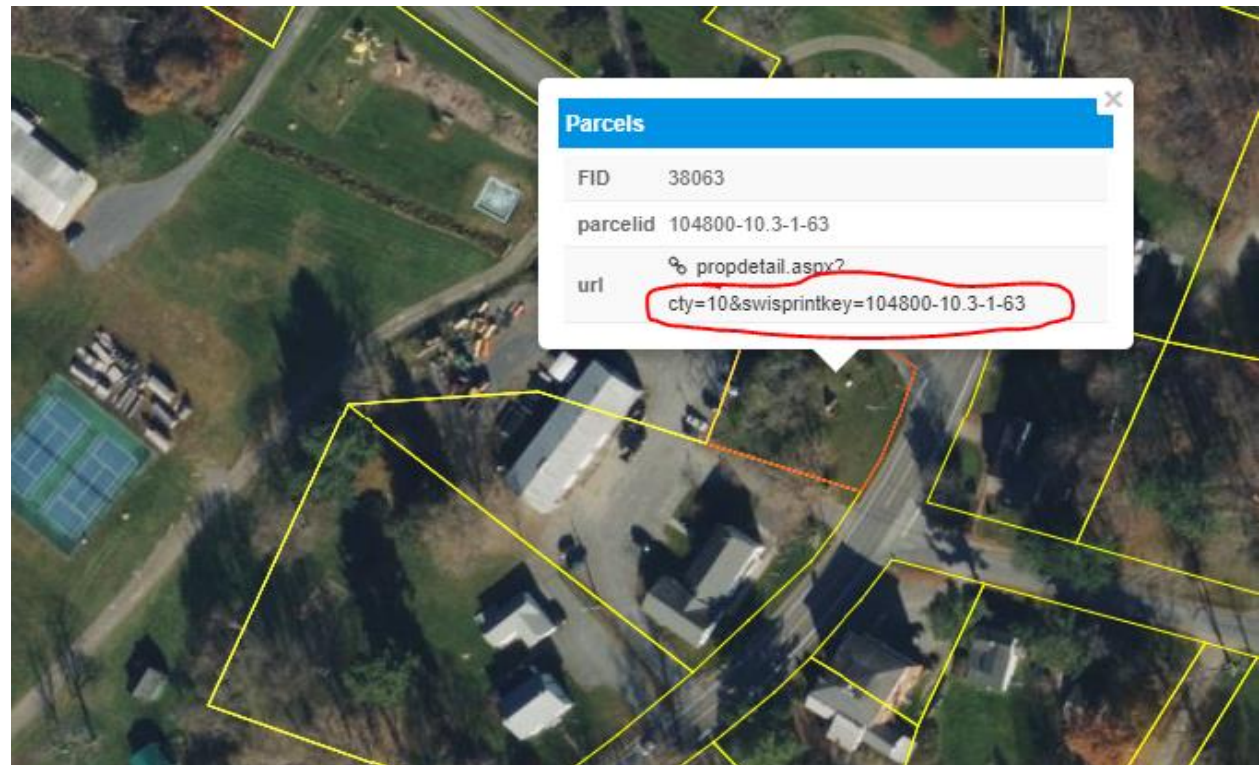
asure tools

Point	Distance	Area
Foot	1,828.48	

- NYS (DEC) Wetlands
- Soils
- Villages
- Towns
- Aerial



9.) Before moving to your next measurement obtain the property owners names and address of these two properties. To do this close out of the measure tool pop-up box and tap inside each property to pull up the “parcel” pop up box” and click on the link with the Tax ID# or SBL#



This will bring you to that parcels property card on which you will click “owner/sales” on the left hand side. This will bring you to the owner name, mailing address, and Tax ID#/SBL# that will need to be included on your abutter list and subsequently used as the name, address, and SBL# to which you will send your abutter notification letter via certified mail once your public hearing has been set.

The screenshot shows the 'Image Mate Online' interface for the Municipality of New Lebanon. The left-hand navigation menu has 'Owner/Sales' highlighted. The main content area displays the following data:

Municipality of New Lebanon			
SIWIS:	104800	Tax ID:	10 3-1-63
Tax Map ID / Property Data			
Status:	Active	Roll Section:	Wholly Exem
Address:	State Route 22		
Property Class:	591 - Playground	Site Property Class:	591 - Playground
Ownership Code:			
Site:	Com 1	In Ag. District:	No
Zoning Code:	RA1 -	Bldg. Style:	Not Applicable
Neighborhood:	04803 -	School District:	New Lebanon
Property Description:	Legal description not given for property		
Total Acreage/Size:	0.33	Equalization Rate:	2022 - 90.00%
Land Assessment:	2022 - \$8,300	Total Assessment:	2022 - \$8,300
Full Market Value:	2022 - \$9,222		
Deed Book:	538	Deed Page:	40
Grid East:	795949	Grid North:	1330193

Special Districts for 2022

10.) Repeat the measuring process all the way around the boundary lines of the subject property, obtaining names, addresses, and SBL#'s as you go, until you have a completed list of abutters in the appropriate radius for your action.

Again, If you need assistance with compiling this data please reach out to the Planning/Zoning Clerk who can assist you with any questions. The contact information is (518) 794-8884 or email: pzclerk@townofnewlebanon.com.

Once your list has been compiled, please include it with your application submission. The PZ Clerk will review the data for accuracy prior to the meeting.