

## **Applicant Subdivision Checklist**

(Refer to the Subdivision regulations for specifics)

### **Initial Requirements for SKETCH PLANS**

- A. copy of the deed with deed restrictions/covenants
- B. list of names and address of abutters
- C. engineer's report containing a description of the project (as appropriate)
- D. full Environmental Assessment form (SEQR) (as appropriate)
- E. short Environmental Assessment form (SEQR) (as appropriate)
- F. completed owner authorization form (as appropriate)
- G. completed Ag Data Statement (as appropriate)
- H. Stormwater Pollution Prevention Plan (SWPPP) (as appropriate)
- I. Driveway Cut approval from the Highway Superintendent
- J. Ten Year Parcel History Report. The Clerk will prepare this for the Planning Board. (Line Adjustments are not included in the calculation).
- K. Submit fees and escrow.
  - Fees for a Minor Subdivision: Application fee \$100 plus \$50 per lot created
  - Fees for a Major Subdivision: Application fee \$500 plus \$50 per lot created
  - Escrow: Initial Deposit amount will be \$5,000. When the balance declines to \$1,000 the applicant will be required to replenish the account with \$1,500 increments as needed

A complete application must be received 3 weeks prior to the regularly scheduled meeting. The Planning Board reserves the right to request additional information and documentation as required

### **STANDARD MAP NOTES:**

- 1. Each plat must be clearly marked (ie: "sketch plan", "preliminary plat", "final plat")
- 2. Each revised map must clearly depict the updated revision date
- 3. A survey of the tract with monuments referenced and a pin letter, including North-point, scale and date [preferably not less than 200 ft. to the inch], the proposed subdivision name, the name of the town(s) and county(ies) in which it is to be located, the date of the plat, the name and address and tax map number of the owner of record, the engineer and the surveyor responsible for preparing the plat and survey, including the license number and seal of such engineer and surveyor and title of drawing. Lot lines, dimensions, acreage and Zoning Districts & Zoning Lines.
- 4. Location of any parcels to be deeded to Open Spaces & public use, including recreational areas
- 5. Location of existing/proposed property lines, easements and Rights of Way, buildings and significant physical features including watercourses, wetlands, marshes, wooded areas, large rock outcrops and other significant existing features
- 6. Location of existing and proposed improvements
- 7. Map of owner's entire tract if subdivision is only part of owner's property (Location Map)
- 8. Contour lines at 10 foot intervals (and grading plan for a Major Subdivision)
- 9. Location of Major Geographical Features
- 10. Location and description of existing and proposed streets. Plot location of intersection of nearest exiting roads
- 11. Location of and plan for proposed storm drainage systems
- 12. Location and plans for culverts and bridges
- 13. Fire Protection Plan (as appropriate) - Emergency vehicle access/turnaround, dry hydrants, ponds, etc.
- 14. Location of DEC Regulated Wetlands, Location of ACOE Regulated Wetlands, Location of all unregulated Wetlands and Location of Flood Plains clearly indicated with **light** shading

This checklist is provided as a courtesy to assist applicants in preparing for their first Planning Board meeting and does not waive any provisions of the Subdivision Regulation or the Zoning Law. The Planning Board reserves the right to request additional information not included on this checklist.

