

# 'MINOR' CHECKLIST-SIDNEY PLANNING BOARD

**Minor Subdivision-** Means any subdivision containing four (4) or less lots fronting on an exiting road, not involving any new road, or the extension of existing utilities, and not adversely affecting the development of the remainder of the parcel or adjoining property, and not in conflict with any provisions of the Master Plan, Official Map, or Zoning Ordinance, if such exists, or these Regulations.

This checklist has been prepared to assist the Applicant in understanding the requirements and the materials to be submitted to the Planning Board for minor subdivision application. For the exact process for review and approval of minor subdivisions, please refer to the Subdivision Regulations.

**Date Completed:**

\_\_\_\_\_ *Initial Conference*

It is strongly advised that the Applicant meet with the Planning Board to discuss the process and procedure.

\_\_\_\_\_ *Submit Sketch Plan Application*

The Subdivider or his duly authorized representative shall submit to the Town Clerk at least ten (10) days prior to the regular meeting of the Town Planning Board three (3) copies of the Sketch Plan of the proposed subdivision, for the purpose of classification and preliminary discussion. The sketch plan of the proposed subdivision shall comply with the requirements of Article 5 of Section 5.100.

\_\_\_\_\_ The location of that portion which is to be subdivided in relation to the entire tract.

\_\_\_\_\_ All existing structures, and significant physical features of the property.

\_\_\_\_\_ If topographic conditions are significant, contours shall be indicated at intervals of not more than 10 feet. Interpolated U.S. Geological Survey Data shall be suitable.

\_\_\_\_\_ The name of the owner, and of all adjoining property owners with 500' of any perimeter boundary of the subdivision.

\_\_\_\_\_ The tax map sheet, block, and lot numbers.

\_\_\_\_\_ All utilities available.

\_\_\_\_\_ All streets which are either proposed, mapped, or built.

\_\_\_\_\_ The proposed pattern of lots, street layout recreation areas, and system of drainage, sewage disposal, and water supply within the subdivision area.

\_\_\_\_\_ All existing restrictions on the use of land, including easements, covenants, or zoning lines.

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\_\_\_\_\_ Classification of Sketch Plan

Classification of the Sketch Plan is to be made to determine if the application is a Minor or Major Subdivision.

\_\_\_\_\_ Submit Application for Minor Subdivision (Article 3. Section 3.15.)

Within six months after classification of the Sketch Plan as a Minor Subdivision by the Planning Board the subdivider shall submit an application in duplicate and four (4) copies of the Minor Subdivision Plat at least ten (10) days prior to the planning board meeting to the Town Clerk along with the required application fee.

\_\_\_\_\_ Survey plats with all information required in Article 5 Section 5.200.

\_\_\_\_\_ All on-site sanitation and water facilities are requires in Article 5 Section 5.200.

\_\_\_\_\_ Solis Analyses report for all unimproved or vacant lots with all test locations shown on the on the plat.

\_\_\_\_\_ Proposed subdivision name, name of municipality and County in which it is located.

\_\_\_\_\_ The date, north point, map scale and name and address of property owner and Subdivisions as per Article 4 Section 4.102.

\_\_\_\_\_ A copy of such covenants or deed restrictions as are intended to cover all or part of the tract.

\_\_\_\_\_ Driveway permits, if needed.

\_\_\_\_\_ Part I of the NYS Environmental Assessment Form as per Article 7 Section 7.200.

\_\_\_\_\_ Agricultural Date Statement, if necessary.

\_\_\_\_\_ Referral to County Planning Board (GML 239-n)

Applications for subdivisions are required to be reviewed by the Delaware County Planning Board pursuant to General Municipal Law § 239-n if the proposed plat subdivision is with five (500) feet of : a municipal boundary; any existing or proposed county or state road; the boundary of a farm operation located in an agricultural district; an existing or proposed county or state park or other recreation area; an existing or proposed boundary of any county – or- state-owned land on which a public building is situated. The Town Planning Board may not act on any application until they receive a recommendation from the County Planning Board or thirty (30) days have passed after the County's receipt of the application.

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\_\_\_\_\_ Site visit/ Field trip, at the Planning Boards discretion.

\_\_\_\_\_ Public Hearing

A public hearing shall be held by the Planning Board within 45 days from the time of submission of the Minor Subdivision Plat for approval. Said hearing shall be advertised by the Planning Board, in a newspaper of general circulation in the municipality at least 5 days before such hearing. The applicant shall supply to the Town Clerk with stamped envelopes with addresses with each adjoining landowner within 500 feet of the subdivision and directly across the road. The applicant shall have these envelopes to the Town Clerk at least 14 days before the Public hearing. The Planning Board may notify other persons as it deems necessary.

\_\_\_\_\_ Action on Minor Subdivision

The Planning Board shall, within 45 days form the date of the public hearing, act to approve, modify and or disapprove the Minor Subdivision Plat.

\_\_\_\_\_ Filing with the Delaware County Clerk and the Real Property Tax Office in Delhi, NY. The approved application and Subdivision Plat shall be recorded with sixty (60) days of the date which such Plat is approved shall be filed with the Delaware County Clerk’s office and the Real Property Tax Office in Delhi, NY