

TOWN OF DEPOSIT PLANNING BOARD

Minor Subdivision Application Checklist

This checklist has been prepared to assist the applicant in understanding the requirements and the material that is to be submitted to the Town Planning Board for a minor subdivision application. The page numbers listed correspond with the Town of Deposit Subdivision Regulations (L.L. No. 4 of 2005), so that the applicant can refer to the regulations for further explanation of what is required. Applicant should understand that the subdivision review process will take at least two (2) months.

Date Completed

_____ **Initial Conference.** (pg. 10, Section 302)
(Applicant may, but is not required to, meet with Town Planning Board to discuss procedure for approval of subdivision.)

_____ **Submit Sketch Plan.** (pg. 10, Section 303, and pg. 49, Section 601)
(Location map, copy of tax map showing existing parcels, roads, public lands, existing structures, streams, wetlands, easements, proposed subdivision layout, name of owner, tax map number, and north arrow. The Planning Board shall classify the subdivision at time of sketch plan submission.)

_____ **Submit Application for Minor Subdivision.** (pg. 12, Section 304)
(Including \$50.00 review fee and \$10.00 for each new lot, three (3) copies of application, Environmental Assessment Form, and soils test results.)

_____ **\$50.00 Fee for review and \$10.00 per new lot.** (pg. 12, Section 304)
(cash or check made payable to "Town of Deposit".)

_____ **Environmental Assessment Form** as part of application. (pg. 11; EAF, SEQRA)
(Complete part one of the EAF and submit with application.)

_____ **Soils Tests Results** as part of application. (pg. 45, Section 511; and pg. 51)

_____ **Submit Minor Subdivision Plat.** (pg. 50, Section 602)
(Three (3) copies of subdivision plat shall be submitted to planning board. Such plat includes a surveyed map of the boundary lines of the parcel to be subdivided, the portion of such parcel to be subdivided, description of bearings and distances, location of soils tests, subdivision name, date, north arrow, map scale, name and address of property owner, names of adjoining property owners, and any information as required on the original sketch plan.)

_____ **Referral to County Planning Board.** (if required by GML §239 – n; pg. 12)
(Applications for subdivisions are required to be reviewed by the Delaware County Planning Board pursuant to General Municipal Law §239 n if proposed plat for subdivision is within 500 feet of: a municipal boundary, existing or proposed county or state park or other recreation area, any existing or proposed county or state road, existing or proposed stream or drainage channel owned by the county, existing or proposed boundary of any county or state owned land on which a public building is situated, the boundary of a farm operation located in an agricultural district. 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.)

_____ **Notice to adjoining property owners of Public Hearing.** (pg.13; Section 304-c)
(Applicant must notify adjacent property owners or property owners within 500 feet of plat to be subdivided, by certified mail, at least ten (10) days in advance of public hearing.)

_____ **Public Hearing.** (pg. 13; Section 304-c)

(Applicant must submit post office receipts to the planning board as proof of notification. The Town will advertise the public hearing in the newspaper at least five (5) days prior to the hearing.)

_____ **Final Action.**

(Within sixty-two (62) days of the public hearing, the Town Planning Board must act to approve, conditionally approve, or disapprove such application.)

_____ **Filing with Delaware County Clerk.** (pg. 12, and pg. 18; Section 307)

(The applicant must file the mylar copy and one paper copy of approved subdivision with both the Delaware County Clerks Office and the County Real Property Tax Services within sixty-two [62] days of approval. Approval of a subdivision shall expire if not filed with the County Clerk in the 62-day time frame.)

If an applicant has questions regarding the procedure for applying for subdivision approval, they may contact the Town Clerk at ~~467-3208~~ or the Delaware County Planning Department at ~~746-2944~~.

467-2433

ACTION OF TOWN PLANNING BOARD (To be completed by Planning Board)

Applicant _____

Location _____

Tax Map Number _____

Number of Lots Created _____

Public Hearing Date _____

SEQRA Review Date _____

GML 239 County Review Date _____

At a meeting of the Town Planning Board on _____, 20_____, your request for a **Minor Subdivision** was considered.

By resolution of the Town Planning Board it was determined that the **Minor Subdivision**:

- _____ be approved
- _____ be approved with conditions
- _____ be denied

Conditions, if any, of the **Minor Subdivision** being granted: _____

Copies to: Code Enforcement Officer
Applicant
Town Clerk

By: _____
Town Planning Board Chairman