

TOWN OF DEPOSIT PLANNING BOARD

Major Subdivision Application Checklist

This checklist has been prepared to assist the applicant in understanding the requirements and the materials to be submitted to the Planning Board for a major subdivision application. Page numbers found below correspond to the Town of Deposit Subdivision Regulations for direct reference and further explanation of the procedural step. The process will require at least four meetings with the Planning Board.

Date Completed

_____ **Initial Conference (pg. 10)**
Applicant may, but is not required to, meet with the Planning Board to discuss the process and procedure.

_____ **Submit Sketch Plan (pg. 10, Section 303, and pg. 49, Section 601)**
Submit three (3) copies of a location map with: name of owner and tax map information, name of owners and tax map information of adjacent properties, name of surveyor or design professional, proposed subdivision layout, all existing or proposed roads, public lands, existing structures, streams, wooded areas, wetlands, flood hazard areas, utilities and easements, deed restrictions, covenants, map scale (at least 1 in=400 ft) and north arrow. (See pg. 45 for complete description.)

_____ **Classification of Sketch Plan:** _____

_____ **Submit Preliminary Plat for Major Subdivision. (pg. 14, Section 305 and pg. 50-52, Section 603)**
Within six (6) months after the Planning Board classification as a Major Subdivision, submit four (4) copies of the application with: Environmental Assessment Form (if so directed by the Planning Board).

_____ **Environmental Assessment Form (pg. 11, Section 303-C)** Depending on how Planning Board classifies the action, a Long Form EAF may be required in place of the Short Form EAF.

_____ **Soils Profile Analysis (pg. 45, Section 511).**

_____ **Site visit/Field trip (pg.15, Section 305-C)**

_____ **Referral to County Planning Board. (if required by GML §239-n; pg.14, Section 305-B)**
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 five hundred (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 existing or proposed county or state park or other recreation area, 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 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 adjacent property owners of Public Hearing. (pg.15; Section 305-D)**
Applicant must notify adjacent property owners and those directly across any adjoining road by certified mail at least five (5) days in advance of public hearing.

Public Hearing. (pg.15; Section 305-D)

Public hearing shall be held within sixty-two (62) days from the submission of the Preliminary Subdivision Plat for approval. Applicant must submit post office receipts to the planning board as proof of notification. The Town will advertise the public hearing in the official Town newspaper at least five (5) days prior to the hearing.

Submit Final Major Subdivision Plat. (pg. 17, Section 306)

The subdivider shall, within six (6) months after the approval of the Preliminary Plat, submit to planning Board: two (2) copies of the application, three (3) copies of subdivision plat, two (2) prints of construction drawings, and the original and one (1) copy of all offers of cession, covenants and agreements shall be submitted to planning board at least ten (10) days in advance of the scheduled Planning Board meeting. Such plat should be an actual field survey of the boundary lines of the tract with complete description data by bearings and distances made and certified to by a licensed surveyor. It must show the portion of the parcel to be subdivided and the location of soils tests pg. 42, Section 511.

\$100.00/application, \$10.00/lot Fee for review. (Appendix)

Cash or check made payable to "Town of Deposit".

Referral to County Planning Board. (if required by GML §239-n)

If substantial changes have been made to the proposal since the 239 review during preliminary plat review, the final subdivision plat shall be referred to the County Planning Board for additional recommendations. 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.

Send notice to adjacent property owners of Public Hearing. (pg.17; Section 306-B)

Applicant must notify adjacent property owners and those directly across any adjoining road by certified mail at least five (5) days in advance of public hearing.

Public Hearing. (pg.17; Section 306-B)

If deemed necessary by the Planning Board, a second public hearing shall be held within sixty-two (62) days from the submission of the Final Major Subdivision Plat for approval. Applicant must submit post office receipts to the planning board as proof of notification. The Town will advertise the public hearing in the official Town newspaper at least five (5) days prior to the hearing.

Final action. (pg. 18, Section 306-C)

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 the Real Property Tax Office and the Delaware County Clerk

The applicant must file the signed Mylar copy of the approved subdivision with the Real Property Tax Office and the Delaware County Clerk's Office within sixty-two (62) days of approval by the Town Planning Board. Failure to file within that time period will require the applicant to repeat the entire approval process with the Town Planning Board.

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

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

Applicant _____ Location _____
Tax Map Number _____ Number of Lots Created _____ SEQRA Review Date _____
GML 239 County Review Date _____

At a meeting of the Town Planning Board on _____, 200__, the Planning Board acted on your application for the proposed Major Subdivision. By resolution of the Town Planning Board, it was determined that the Major Subdivision:

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

Conditions, if any, on the granting of approval of the Major Subdivision:

Copies to: Code Enforcement Officer
Applicant
Town Clerk

By: _____
Town Planning Board Chairman