

# TOWN OF SCHULER FALLS

## PLANNING BOARD

### MAJOR SUBDIVISION CHECKLIST

The Town of Schuyler Falls Planning Board meetings are held the first Tuesday of the month at 6:30 PM. If the meeting night falls on a holiday or Election Day, the meeting will be held on the second Tuesday of the month. Any application to be considered at the monthly meetings must be received at the Town Hall **14 DAYS PRIOR** to the meeting. Any application received after that time will automatically be forwarded to the following month.

**NO EXCEPTIONS WILL BE MADE.**

#### REQUIRED INFORMATION FOR MAJOR SUBDIVISIONS

- A) Name, address and phone number applicant.
- B) A copy of the area tax map which is available at the Town Hall or County Real Property Office.
- C) A copy of the deed.
- D) An indication of any prior subdivisions of the original parcel that have been made since 1972.
- E) Detailed subdivision maps that have been stamped by a **licensed engineer** containing the following information:
  - 1) Name of subdivision.
  - 2) Indication of northerly direction.
  - 3) Boundaries of the property.
  - 4) Lot dimensions in feet or acres of both the original parcel and all proposed lots.
  - 5) All lots within the subdivision numbered in numerical order.
  - 6) Location and dimensions of all existing buildings.
  - 7) Set-backs from property lines of all existing buildings.
  - 8) Grading and drainage plan showing all existing and propose contours.
  - 9) Indication of existing or proposed water supply.
  - 10) Location and results of percolation and deep hole tests.
  - 11) Proposed location of sidewalks, streets and rights-of-way.
  - 12) Location of electrical supply.
  - 13) Location of lighting.

- 14) Indication of monument markers.
- 15) Indication of minimum set-backs for all lots.
- 16) Location of any proposed buffer zone.
- 17) Location and type of any proposed turn-around.
- 18) A completed EAF (Environmental Assessment Form). In some cases, a full SEQR may be required to address the environmental process.
- 19) An indication of proposed use ie: residential, commercial, etc.

All applications for a major subdivision require detailed engineer's maps that have been stamped by a licensed engineer. A land surveyor's stamp alone is not sufficient.

Information may also be requested to show ability to comply with DEC and Health Department regulations.

When extenuating circumstances exist, a request to the Zoning Board of Appeals for a variance to address a major subdivision as a minor subdivision may be made. If a variance is approved, the applicant must still return to the Planning Board for the actual subdivision.

The applicant or representative of the applicant must be present at the meeting for the application to be addressed. If the applicant, engineer or surveyor cannot be present, the applicant may submit a NOTARIZED letter naming someone to act as their agent. If a notarized letter is not received, the Planning Board will not address the application.

A Public Hearing is required for ALL major subdivisions.

If you have any further questions on major subdivision requirements, please consult your engineer.