

# TOWN OF SCHUYLER FALLS

## APPLICATION FOR MINOR SUBDIVISION

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 meeting 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.**

### **ALL APPLICATIONS TO BE REVIEWED BY THE PLANNING BOARD MUST CONTAIN:**

- A) A completed application form showing the name, address and phone number of the sub divider.
- B) **Three copies** of the area tax map which is available at the Town Hall or the County Real Property Office
- C) **A copy of the deed** of the property to be subdivided.
- D) A complete EAF (Environmental Assessment Form). In some cases, a full SEQR may be required to address the environmental process.
- E) **Three copies** of a hand drawn map showing the original parcel\* and the proposed subdivision. These maps **must** contain the following information:
  - 1. The printed name and address of the sub-divider.
  - 2. The sub-divider's signature.
  - 3. An indication of the northerly direction.
  - 4. Names of existing roads.
  - 5. Locations of any existing buildings.
  - 6. Property dimensions of both the original parcel and any proposed subdivision.
  - 7. The location of any existing or proposed right-of-way.
  - 8. Location of the proposed subdivision.
  - 9. Names of surrounding property owners.
  - 10. An indication of proposed use (residential, commercial)
  - 11. A notation that set-backs shall be a minimum 40" at the front, 20' at the back and 15' on the sides.

**ALL** the above information must be included on the hand drawn sketch before the Board will consider your application. The applicant or a representative of the applicant must be present at the meeting for the application to be addressed.

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

**\*THE TAX MAP MAY NOT BE USED FOR THE HAND DRAWN SKETCH**