

CHECKLIST FOR MAJOR/MINOR SUBDIVISION, SITE PLAN and/or LOT LINE REVISION

- I. The following items shall be submitted for a COMPLETED Planning Board Application Form.
1. ☒ Completed Application
 2. ☒ Environmental Assessment Form (<https://www.dec.ny.gov/permits/6191.html>)
 3. ☒ Letter of Agent Statement
 4. ☒ Application Fee (*Separate check from escrow fee*)
 5. ☒ Escrow Fee (*Separate check from application fee*)
 6. ☒ Copy of deed
 7. ☒ Completed checklist (*Automatic rejection of application without checklist*)
 8. ☒ Agricultural Data Statement (*if applicable*)
 9. ☒ Provide twelve (12) copies of all maps, plans, reports and a PDF computer file on CD of all documentation submitted. Plan sets must be correlated packages.
- II. The following checklist items shall be incorporated on the Subdivision Plat, Site Plan, or Lot Line Revision prior to consideration of being placed on the Planning Board Agenda. Non-Submittal of the checklist will result in application rejection.
1. ☒ Name and address of applicant
 2. ☒ Name and address of owner (*if different*)
 3. ☒ Subdivision name and location
 4. ☒ Tax Map Data (*Section-Block-Lot*)
 5. ☒ Location map at a scale of 1" = 2,000
 6. ☒ Zoning table showing what is required in the particular zone and what applicant is proposing.
 7. ☒ Show zoning boundary if any portion of proposed subdivision or site is within or adjacent to a different zone
 8. ☒ Date of plat preparation and/or plat revisions
 9. ☒ Scale the plat is drawn to (Max 1" = 100')
 10. ☒ North Arrow

11. ☒ Surveyor's Certification
12. ☐ Surveyor's seal and signature Proposed lot lines subject to change pending review
13. ☒ Name, SBL and acreage of adjoining owners
14. ☒ NYSDEC Wetland and 100 foot buffer zone with an appropriate Certification block regarding DEC requirements.
15. ☐ Flood plain boundaries N/A
16. ☐ Federal Wetland Boundary N/A, state wetlands shown
17. ☒ Metes and bounds of all lots
18. ☒ Name and width of adjacent streets, include dedication parcels. The road boundary is to be a minimum of 25 feet from the centerline of the paved street.
19. ☐ Show existing or proposed easements (*note restrictions*) Subject to change pending review
20. ☒ Right of way width and Rights of Access and utility placement.
21. ☐ Road profile and typical section including existing proposed grades, No road proposed vertical curve data, utilities, drainage and other improvements.
22. ☒ Lot area acreage. For lots under 2 acres, list in square feet & acres.
23. ☒ Number of lots including residual lot.
24. ☒ Show any existing waterways, wetlands, ponds, lakes, streams, drainage courses within 200 feet of parcel boundaries.
25. ☐ A note stating a road maintenance agreement is to be filed in the County Clerk's Office for private roads. No road proposed
26. ☒ Applicable note pertaining to owners review and concurrence.
27. ☐ Show any public improvements, i.e. drainage systems, water lines, N/A sewer lines, etc.
28. ☒ Show all existing houses, accessory structures, wells and septic systems on and within 200 feet of the parcel to be subdivided.
29. ☒ 2 Foot Contours
30. ☒ Indicate any reference to a previous subdivision, i.e., filed map number, data and previous lot number.

31. ☐ If a private road, Town Board approval of name required, and notes on the plan that no Town services will be provided and a street sign (*per Town specs*) is to be furnished and installed. No road proposed
32. ☐ The amount of grading expected or known to be required to bring the site to readiness. Subject to change pending health dept review
33. ☐ Estimated or known cubic yards of material to be excavated. See above
34. ☐ Estimated or known cubic yards of fill required. See above
35. ☐ The amount of grading expected or known to be required to bring the site to readiness.
36. ☐ Type and amount of site preparation which falls within the 100 foot buffer strip of wetlands and within the Critical Environmental Area. Please explain in square feet or cubic yards. Only driveways fall within the 100' buffer
37. ☐ Amount of site preparation within a 100-year flood plain or any water course on the site. Please explain in square feet or cubic yards. See above
38. ☒ Planning Board approval block 4" x 2"
39. ☐ Special district boundaries, agricultural, school, fire, water, sewer, etc. No boundaries adjacent to the site
40. ☒ Sight distance of all intersections and driveways.
41. ☐ Ridgeline and steep slope notation. Steep slope protection notes to be addressed in future submission.
42. ☒ Agricultural setbacks.
43. ☐ After final approval is given by the Planning Board, the Building dept. needs to be contacted for further guidance.

The plat for the proposed subdivision, site plan, or lot line revision has been prepared in accordance with this checklist.



By: Christopher Terrizzi
Licensed Professional

4/1/25

Date