Established **1788**

**Town of Catskill**

PLANNING BOARD

439 Main Street, Catskill, New York 12414 TEL: (518) 943-2381 - FAX: (518) 943-5251

[www.townofcatskillny.gov](http://www.townofcatskillny.gov/)

**MINOR SUBDIVISION CHECKLIST Office Use Only**

\_

Date Rec'd

File # SUB. \_

Date: Property Tax Map No.: \_

Project Name: Applicant:

Property Street Address: \_

Listed below are the minimum submittal requirements for plat content and presentation for Minor Subdivision approval before the Town of Catskill Planning Board. The Planning Board reserves the right to request additional information, as necessary, to support a Minor Subdivision Application. The Planning Board also reserves the right to reject an Application if these minimum requirements are not met. The Planning Board may also request that an escrow account be established to pay for any costs incurred if the Planning Board requires outside consultants to review any aspect of the application.

|  |  |  |  |
| --- | --- | --- | --- |
| **YES** | **NO** | **N/A** | **Your Submittal Should Include The Following Items, As Applicable** |
|  |  |  | 1. Site location map |
|  |  |  | 2. Standard title block including date and map key |
|  |  |  | 3. North arrow and map scale. Scale to be not smaller than fifty feet (50') to one inch (1'"). |
|  |  |  | 4. Name of municipality and owner of record, and a copy of the deed |
|  |  |  | 5. Names of all adjacent property owners |
|  |  |  | 6. The size of any remaining acreages on the tract from which the lots are being taken |
|  |  |  | 7. Soil types found on the site (using Soil Conservation Service Classification) unless the lots contain existing sewage disposal systems |
|  |  |  | 8. Existing zoning and required lot area and setbacks |
|  |  |  | 9. Concept plan for layout of proposed lots showing dimensions of parcel lines and total acreage or square feet of lots |
|  |  |  | 10. All existing streets identified by name or route number |
|  |  |  | 11. Environmental Assessment Form (EAF) -All applications must include a completed EAF (SEQR Short Form) at a minimum |
|  |  |  | 12. Proposed type of water supply |
|  |  |  | 13. Proposed method of sewage disposal |
|  |  |  | 14. Names, addresses, and Tax Map Numbers of all adjoining property owners from the most recent deeds or tax records |
|  |  |  | 15. All Minor Subdivision Applications must be accompanied by this Minor Subdivision Checklist |
|  |  |  | 16. Submit 9 copies of complete application including this checklist, a completed SEQR Form, and Subdivision Plat (which must be 24"x36" in size) |
|  |  |  | 17. All completed applications are **due by noon on the fifteenth day before** the Planning Board's meeting date |

Minor Subdivision Checklist - ef3 - 1.27.2021 Page 1 of 2

I (We) the undersigned owner(s) and/ or Authorized Agent for the property, hereby request Subdivision Approval by the Planning Board for the identified property. I/We agree to meet all requirements under the Subdivision Regulations for the Town Of Catskill.

## Property Owner Signature: \_

Printed Name: Maiiing Address:

Date: \_

Email Address: Phone Number: ------------

**Additional Property Owner Signature:** Printed Name: MaiIing Address: \_

Date: \_

Email Address:

Phone Number:------------

**Authorized Agent Signature:** Printed Name: Mailing Address:

Date: \_

Email Address: Phone Number:

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## Planning Board Application Fees:

Minor Subdivisions (4 or less lots)=$ 100.00 Application Fee+$ 50.00 per lot

(At a minimum a Subdivision will create 2 lots)

Escrow Accounts, if deemed necessary, will be determined by the Planning Board after the initial review of Subdivision Plat. After the application review has been completed and the Planning Board has made a determination, funds will remain in the escrow account for an additional 2 months to ensure that all invoices submitted by retained consultants are covered.

Minor Subdivision Checklist - e/3 - 1.27.2021 Page 2 of 2

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 **TOWN OF CATSKILL**

PLANNING BOARD

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[www.townofcatsklllny.gov](http://www.townofcatsklllny.gov/)

Date: \_

**MINOR SUBDIVISION APPLICATION Office Use Only**

Project Name: Applicant:

Flle # SUB, \_

Date Rec'd \_

Amount paid$, \_

# Applicant shall submit this completed form, together with other applicable supporting information called for in the Minor Subdivision Checklist and In Sections 140-11 and 140-12 of the Code of the Town of Catskill (Subdivision Regulations) to the Secretary of the Planning Board not later than noon on the fifteenth day before the Planning Board's meeting date.

**Property Information**

Tax Map No.: \_ Zoning District: \_

Sizes of Parcels After Subdivision (acres): Parcel 1

Size of Existing Parcel: acres RA, MR, HR, GC, HC, I, or C

(Can verify District with the GIS Map on website above)

Parcel 2 Parcel 3 *J* and Parcel 4

Property Address/ Location (House Number, Street, City, and Zip Code):

**Property Owner:**

Name:

Mailing address:

Telephone#: \_ Email:

Fax#

# Engineer/Surveyor:

Name/Company:

Mailing address:

Telephone II:

Email:

Fax#, Professional License II \_

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# Proposed Project:

Number of Proposed Lots: \_ Proposed Water Supply: \_

Are there any pertinent covenants? \_ Proposed Sewage Disposal System: \_

# Please add any explanations, comments, additional information, or request for waivers below: (attach additional sheets if necessary)

**Submission of Application:**

This application must be signed by the Property Owner, Applicant /Developer (if different from Property Owner), and/or Agent.

i(we)hereby submit this Subdivision application to the Town of Catskill Planning Board pursuant to the Town of Catskill Subdivision Regulations and attest that to the best of my knowledge all of the information on this application form and In the accompanying application materials and documentation Is true and accurate. As Applicant/Developer (if different from Property Owner) or as Agent, I attest that I am duly authorized to act In this capacity.

Signature of Property Owner:

Date:

Signature of Applicant /Developer: \_ Date:

Signature of Agent: Date:

# Authorization to Enter Subject Property:

Ihereby authorize members of the Town of Catskill Planning Board, Zoning Board of Appeals, Code Enforcement Office, and other pertinent Town of Catskill departments, boards and agencies to enter my property for the purpose of evaluating this application including performing any appropriate inspections during the application phase. This authorization applies specifically to those particular individuals legitimately involved in evaluating, reviewing, or Inspecting this specific application/project. It is understood that these Individuals must use all reasonable care, courtesy, and diligence when entering the property.

# Signature of Property Owner: Date: \_

Minor Subdivision Application - *e/4* - 2.3.2021 Page 2 of2