

**Village of Schoharie
Planning Board
Subdivision Application**

APPROVAL REQUESTED FOR: (Check all that apply)

Minor Subdivision _____ Preliminary Plat (Major) _____

Lot Line Adjustment _____ Final Plat (Major) _____

Name of Subdivision: _____

Location of Project/Street Address: _____

Tax Map Number of all Parcels: _____

Attach a copy of the current deed and any easements affecting property

Detailed Description of Proposed Subdivision: _____

Name, Address and Telephone # of Applicants: _____

Is the Applicant the Property Owner? If no, please list name, address and telephone # of the property owner(s): _____

If the applicant is not the owner of the land to be subdivided, the applicant shall provide the Planning Board with a notarized statement from the owner authorizing the applicant to act for the owner as agent for the owner and to make the application for the subdivision.

Zoning District(s): _____

Current Land Use of Site: _____

Character of Surrounding Lands: _____

Total Acreage Of Parcel Controlled By Owner/Applicant: _____

Total Acreage To Be Subdivided: _____

Number Of Proposed Lots: _____

Proposed Use of Each Lot: _____

Is Acreage To Be Subdivided Under Option Or Contract To Sell? _____

If So, To Whom: _____

The signature of the Owner or Agent of the Owner below shall mean that the applicant is familiar with and will comply with the requirements of the Village Land Use Law, the Village Subdivision Regulations, and any other appropriate Village ordinance and regulations with regards to this project.

Signature: _____

Date: _____

Village of Schoharie Sketch Plan Data Checklist for All Subdivisions and Lot Line Adjustments

(See Section 6-3.2 of the Land Use Law)

THREE COPIES OF THE APPLICATION OR MORE AS NEEDED AND THIS COMPLETED CHECKLIST MUST BE SUBMITTED WITH YOUR APPLICATION AT LEAST 10 DAYS PRIOR TO THE REGULAR MEETING OF THE PLANNING BOARD. THE SKETCH PLAN SHALL BE ON ONE SHEET AND NO SMALLER THAN 200' TO THE INCH.

- _____ 1. Tax map section, block and lot number(s).
- _____ 2. All existing streets within 300 feet of the property.
- _____ 3. Distance to nearest existing street intersection.
- _____ 4. Relationship of the property to be subdivided to the entire tract of land.
- _____ 5. Existing structures on property and property setback dimensions.
- _____ 6. Approximate location of existing or proposed water supply and wastewater disposal systems.
- _____ 7. Statement of soil conditions according to the Schoharie County Soil Survey.
- _____ 8. Description of utilities that are available to serve the lots.
- _____ 9. Proposed layout of lots including lot dimensions and acreage of each.
- _____ 10. Proposed building envelopes for house(s) and structures.
- _____ 11. Proposed location of driveway(s).
- _____ 12. Proposed streets.
- _____ 13. Existing wooded areas, parks, playgrounds, open space and other important land features.
- _____ 14. All apparent watercourses, floodplains, and wetlands.
- _____ 15. All apparent historic structures, archaeological sites, cemeteries, and other features of local community importance.
- _____ 16. Completed SEQRA Environmental Assessment Form.
- _____ 17. Fee as established by the Village Trustees.

Village of Schoharie Minor Subdivision Plat Data Checklist

(See Section 6-5.3 of the Land Use Law)

SEVEN COPIES OR AS MANY AS NEEDED, OF THE APPLICATION AND THIS COMPLETED CHECKLIST MUST BE SUBMITTED WITH YOUR APPLICATION AT LEAST 10 DAYS PRIOR TO THE REGULAR MEETING OF THE PLANNING BOARD. UNLESS WAIVED BY THE PLANNING BOARD, THE MINOR SUBDIVISION PLAT SHALL BE ON ONE SHEET AND NO SMALLER THAN 50' TO THE INCH AND SHALL CONTAIN:

- ____ 1. All information contained on the sketch plan.
- ____ 2. Standard title block, key map, North arrow and map scale.
- ____ 3. All monuments, iron pipes, and benchmarks.
- ____ 4. The width and location of any existing streets or public ways and within the subdivision and within two hundred (200) feet of its boundaries and any culverts in the streets.
- ____ 5. All property reserved by the owner or dedicated to the public use and the conditions of such dedication including but not limited to right-of-ways, easements, deed restrictions, or plat notes.
- ____ 6. Subsurface data including date, location and graphic representation of findings for all test holes, location and results of percolation and other tests.
- ____ 7. All waste water disposal systems, storm drainage facilities, and water supply facilities.
- ____ 8. The original signature and seal of a professional engineer or land surveyor along with the date of the completion of the field survey and the name of the subdivision, if any.

The Planning Board may also require other information as decided at the Sketch Plan Review:

- ____ 9. Offer of land dedication in a form approved by the Village Board for land in easements, parks and playground areas.
- ____ 10. Copies of all applications for approval of the proposed water supply and wastewater disposal facilities, connections or other permits required for the project.
- ____ 11. Final design of bridges and culverts.
- ____ 13. Drainage system plan, erosion and sediment control plan, or both.
- ____ 14. A certificate of the County Treasurer, School Tax Collector, or of an abstract of title

company or attorney stating that all taxes, tax liens or any special benefit assessments affecting the subject property have been paid.

Village of Schoharie Major Subdivision Preliminary Plat Data Checklist

(See Section 6-6.4 and 6-6.10 of the Land Use Law)

SEVEN COPIES OR MORE AS NEEDED OF THE APPLICATION AND THIS COMPLETED CHECKLIST MUST BE SUBMITTED WITH YOUR APPLICATION AT LEAST 10 DAYS PRIOR TO THE REGULAR MEETING OF THE PLANNING BOARD. THE APPLICATION SHALL ALSO INCLUDE:

- _____ 1. Conditions of dedication of areas proposed to be dedicated to public use.
- _____ 2. Preliminary design of bridges and culverts.
- _____ 3. Grading plan
- _____ 4. Drainage system plan and stormwater management plan.
- _____ 5. Draft of any protected covenants proposed by applicant.
- _____ 6. Full Environmental Assessment Form or Draft Environmental Impact Statement.
- _____ 7. Fee as established by Village Trustees and completed agreement executed by the applicant to reimburse the Village of all professional fees.

UNLESS WAIVED BY THE PLANNING BOARD, THE MAJOR PRELIMINARY SUBDIVISION PLAT SHALL BE ON ONE SHEET AND NO SMALLER THAN 50' TO THE INCH AND SHALL CONTAIN:

- _____ 1. Standard title block, key map, North arrow, and map scale.
- _____ 2. All existing and proposed property lines showing the relation of the Plat to abutting property and to the Street(s) on which the Plat abuts, building set back lines, and easement and right-of-way lines with dimensions.
- _____ 3. All monuments, iron pipes and bench marks, accurately located and of a type approved by the Planning Board.
- _____ 4. Names of owners of all adjacent properties.
- _____ 5. Street rights-of-way and widening of rights-of way within the subdivision and within two hundred (200) feet of its boundaries, including name and right-of-way width and location; type, width and elevation of surfacing; any legally-established centerline elevations including those at intersections and other critical points; and culverts.
- _____ 6. The width and location of any existing streets or public ways within the area to be subdivided, and the width, location, grades, paving and street profiles of all streets or public ways proposed by the applicant.

- _____7. All property reserved by the owner or dedicated to the public use and the conditions of such dedication.
- _____8. The proposed use and number of each lot.
- _____9. Watercourses, marshes, wetlands (regulated or non-regulated), rock outcrops and other important land features, within the subdivision or within two hundred (200) feet of its boundaries.
- _____10. Any proposed park or playground.
- _____11. Subsurface data in accordance with applicable state and local requirements, including date, location and graphic representation of findings for all test holes, location and results of percolation and other tests to ascertain subsurface soil, rock and groundwater conditions, and depth of ground water unless pits are dry at a depth of five (5) feet.
- _____12. All waste water disposal systems, storm drainage facilities, and water supply facilities which shall be designed to meet the minimum specifications of these regulations, the Village and State authorities.
- _____13. All utility lines, including but not limited to telephone lines, electric lines, gas lines, water transmission lines and cable television lines.
- _____14. Contour lines with intervals of ten (10) feet or less as required by the Planning Board including elevations on existing roads. If natural contours are to be changed more than two (2) feet, a grading plan, with contour intervals of two (2) feet must be included.
- _____15. Standards of accuracy noted on the map and certified by a land surveyor registered in New York State or a professional engineer licensed in New York State.
- _____16. The Major Subdivision Final Plat shall contain the signature and seal of a professional engineer and of a land surveyor.

Village of Schoharie Major Subdivision Final Plat Data Checklist

(See Section 6-6.10 of the Land Use Law)

SEVEN COPIES OR MORE AS NEEDED, OF THE APPLICATION AND THIS COMPLETED CHECKLIST MUST BE SUBMITTED WITH YOUR APPLICATION AT LEAST 10 DAYS PRIOR TO THE REGULAR MEETING OF THE PLANNING BOARD. THE APPLICATION SHALL ALSO INCLUDE:

- _____ 1. All requirements for Sketch Plan and Preliminary Plats.
- _____ 2. Offer of dedication in a format acceptable by the Village Board of all land included in streets, walks, easements, and parks and playground areas not specifically reserved by the owner.

SUBMITTAL TO INCLUDE:

- _____ 3. Copies of applications for approval of the proposed water supply and waste water disposal facilities. The applicant shall obtain the endorsement and approval by the appropriate State or county agencies regarding water supply and waste water disposal facilities before official signing of the Final Plat.
- _____ 4. Deed description and proof of ownership of the land to be subdivided along with title report and guaranteed title.
- _____ 5. Protective covenants in a form for recording, including covenants governing the maintenance of public spaces or reservations that are not proposed for dedication.
- _____ 6. Final design of bridges and culverts.
- _____ 7. Final drainage plan.
- _____ 8. Final grading plan.
- _____ 9. A certificate of the County Treasurer, School Tax Collector, or of an abstract of title company or attorney stating that all taxes, tax liens or any special benefit assessments affecting the subject property have been paid.

For Internal Use Only

Village of Schoharie Planning Board Subdivision Review Process

Subdivision Process	Check When Completed	Task	Date Completed
Sketch Plan – mandatory (6-6.3)		Pre-application meeting with applicant for informal discussion.	
		Sketch Plan Meeting to determine if project is lot line adjustment, minor or major subdivision. Determine what information shall be included in the minor or major plat submissions. PB has 62 days to classify application and determine what information is needed.	
Lot Line Adjustment (6-6.4)		62 days after Sketch Plan submission, PB by resolution can determine the project is a lot line adjustment and approve it. Must make a written determination.	
Minor Subdivision (6-6.5)		Determine if Minor Subdivision application is complete. When so, the time frames start.	
		Review application and minor plat against standards of Land Use Law (6-8). Direct changes to plat as needed.	
		SEQRA – review Environmental Assessment Form and make negative or positive declaration.	
		Send application to Schoharie County for 30-day review, if required.	
		Set public hearing within 62 days after application is complete (must be after either issuing a negative declaration for SEQRA or receiving a draft environmental impact statement)	
Major Subdivision – Preliminary Plat (6-6.1)		Decides on project within 62 days of hearing, via resolution. Certify plat by Chair, copy filed with Village Clerk within 5 days of decision. If conditions are required, include list of requirements. Applicant files plat with County.	
		Determine if Major Subdivision Preliminary Plat is complete.	
		Review application and minor plat against standards of Land Use Law (6-6.11 and 6.8). Direct changes to plat as needed.	

Subdivision Process	Check When Completed	Task	Date Completed
		SEQRA – review Environmental Assessment Form and make negative or positive declaration.	
		Send application to Schoharie County for 30-day review, if required.	
		Public Hearing within 62 days of completed application (see 6-6.3)	
		Make decision on preliminary plat within 62 days of close of public hearing or with 32 days after adoption of SEQRA findings by lead agency, whichever is longer.	
		Certify and file preliminary plat approval	
Major Subdivision – Final Plat (6-6.6)		Applicant must submit within 6 months of preliminary approval.	
		If final plat is in substantial agreement with the approved preliminary plat, approve or conditionally approve or disapprove within 62 days after submission.	
		If final plat is not in substantial agreement with the approved preliminary plat, PB must hold hearing within 62 days.	
		Within 62 days of the close of the hearing, or within 30 days of the SEQRA findings of the Lead Agency, the PB shall approve, conditionally approve, or disapprove Final Plat.	
		Certify and file Final Plat	
Flexible Conservation Subdivision (6-9)		See Section 6-9 for Plat requirements and design of subdivision. All above procedures for either a minor or major subdivision still apply.	