

***Town of Sharon Planning Board***

PO Box 311  
Sharon Springs, New York 13459  
Tel: 518-284-3109

**APPLICATION FOR SKETCH PLAN  
SUBDIVISION PLAT CHECKLIST**

**\*TO BE COMPLETED BY THE APPLICANT FOR SUBMISSION AS PART OF THE APPLICATION\***

Project Name: \_\_\_\_\_

Checklist Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Listed below are the minimum submittal requirements for plat content and presentation for a preliminary subdivision plat application before the Town of Sharon Planning Board. The Board reserves the right to request additional information, as necessary, to support an application. The Board also reserves the right to reject the application if these minimal requirements are not met.

YES	NO	N/A	YOUR SKETCH PLAN SUBMITTAL SHOULD INCLUDE THE FOLLOWING ITEMS, AS APPLICABLE:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Name of subdivision
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Name, address and phone number of subdivision surveyor and/or engineer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Location map (location in Town, boundaries, contiguous properties, easements)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Existing zoning and area requirements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Concept plan for layout of proposed lots
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Location of wetlands, outcrops, wooded areas and other important natural features
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Total acreage of tract to parcel
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Proposed timetable or stages for sale or development
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Type of project (I.e.; sale of lots, building, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Existing and proposed utilities and service facilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Proposed number of lots and typical lot sizes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Copy of deed

**Note: This form may be modified at the discretion of the Town of Sharon Planning Board without amendment to the Town of Sharon Subdivision Regulations.**

For questions or concerns please contact Dawn Cousineau, Secretary, at (518)284-3109.