

**TOWN OF SHARON PLANNING BOARD
P.O. BOX 311
SHARON SPRINGS, NEW YORK 13459**

**SUBDIVISION
APPLICATION PROCEDURE AND INSTRUCTIONS**

This is to serve as a GENERAL GUIDELINE ONLY of Subdivision procedure. Refer to the Town of Sharon Land Use Code (available from the Town Clerk) for complete details of this process.

STEP 1.

- A. Complete Subdivision Application Part 1 - Sketch Plan.
- B. Submit Sketch Plan (including necessary submissions) to the Planning Board Secretary, **Dawn Cousineau, 518-284-3109** a minimum of ten (10) business days prior to the next regularly scheduled Planning Board meeting (meetings are scheduled the 4th Tuesday of every month (except holidays).
- C. The Secretary will verify that all submissions have been received. The Secretary will notify the applicant that they may Schedule a pre-application conference with the Planning Board at the next regularly scheduled meeting.
- D. The applicant must request a Pre-application Conference with ten (10) days of notification (see C.).

STEP 2.

- A. At the Pre-application Conference with the Planning Board, you must present your Sketch Plan in full and be prepared to Answer questions to the best of your ability.
- B. **A \$200 fee per lot will be paid at time of Conference.**
- C. The type of State Environmental Quality Review (SEQR) action will be determined by the Planning Board, provided Adequate and appropriate information has been submitted.
- D. Within thirty (30) days of the Pre-application Conference, the Planning Board shall inform the applicant that the Sketch Plan does or does not meet the objectives of the Town of Sharon Land Use Code.
- E. A field examination of the site will be scheduled, to be undertaken by a subcommittee or the entire Planning Board, as Appropriate.

STEP 3.

- A. Complete and submit Subdivision Part II - Preliminary Plat Application to the Planning Board Secretary (minimum of ten (10) Business days prior to the regularly scheduled meeting) to be placed on the agenda.
- B. At this meeting the applicant should be prepared to present the entire project to the Planning Board.

STEP 4.

- A. A Public Hearing shall be scheduled by the Planning Board.
- B. At this Public Hearing the **applicant must be prepared to present the project to the public.**

STEP 5.

- A. Planning Board will take Preliminary Plat Action.

STEP 6.

- A. Complete FINAL PLAT APPLICATION.

STEP 7.

- A. Planning Board will take Final Plat Action.

SUBDIVISION APPLICATION
PART I
PRE-APPLICATION
(Submit Seven Copies)

TOWN OF SHARON - SCHOHARIE COUNTY - NEW YORK

APPLICATION NO. _____

DATE ____ / ____ / ____

Prior to submitting a formal Subdivision Application, the applicant, or representative, shall appear before the Planning Board for a Pre-application Conference.

Submissions required for the Pre-application Conference:

(See Appendix B, *Town of Sharon Land Use Code* for details.)

A. Site Plan - to scale

- ____ 1. Location map (location in town, boundaries, contiguous properties, zoning district(s), easements
- ____ 2. Existing features (roads, ponds, existing use, septic systems, fields, water wells, etc.)
- ____ 3. General layout

B. Development Data

- ____ 1. Total acreage of tract to parcel
- ____ 2. Proposed timetable or stages for sale or development
- ____ 3. Type of project (I.e. sale of lots, building, etc.)
- ____ 4. Existing and proposed utilities and service facilities
- ____ 5. Proposed number of lots and typical lots sizes
- ____ 6. Copy of deed

C. Legal Data

- ____ 1. Name and addresses of owner, developer or sub divider and professional advisors

Action to be taken after the Pre-application Conference:

- ____ 1. If Sketch Plan is approved, prepare Preliminary Plat Plan
- ____ 2. Submit changes to Sketch Plan or provide additional information with Preliminary Plat Plan, as listed:

SUBDIVISION APPLICATION
PART II
PRELIMINARY PLAT APPLICATION
(Submit Seven Copies)

TOWN OF SHARON - SCHOHARIE COUNTY - NEW YORK

APPLICATION NO. _____ FEE RECEIVED \$ _____ BY: _____

1. Subdivision Name: _____

2. Property Location: _____

Tax Section: _____ Block: _____ Lot: _____

3. Name, Address of Owner _____

4. Name, Address of Sub divider: _____

5. Name, Address, and License No. of Engineer/Surveyor: _____

6. Deed recorded in Schoharie County Clerk's Office:

Date: _____ Liber: _____ Page: _____

7. Zoning District: _____

8. Minimum lot size in district: _____ acres

9. Preliminary Plat area: _____ acres

10. Type of Project: _____

11. Number of lots proposed: _____

12. Area of smallest lot proposed _____ acres

13. Attach Statement of Easements relating to property, if none, so state _____

CONTINUED

14. Attach Statement of Interest in Abutting Property, if none, so state _____

15. Does Preliminary Plat cover applicant's entire holding? **Yes** ~~**No**~~

16. Will Final Plat cover entire Preliminary Plat? ~~**Yes**~~ ~~**No**~~

17. If streets on the Plat are claimed by the applicant to be public streets in any of the listed Highway Systems, give the right-of-way width

For the appropriate system:

Town _____ feet County _____ feet State _____ feet

18. Applicant is willing to give additional land for future road widening: **Yes** **No**

19. Number of acres dedicated for public use park and open space purposes: _____ acres.

20. Applicant proposes to dedicate all streets and parks shown on the map by deed of conveyance? **Yes** **No**

21. Electric mains will be installed by: _____

And a charge will be made for installing said mains: **Yes** **No**

22. Gas mains will be installed by: _____

And a charge will be made for installing said mains: **Yes** **No**

IN FILING THIS APPLICATION, THE APPLICANT STATES THE FOLLOWING: (note any exceptions and attach explanation)

He/She will, at his/her own expense, install the required improvements in accordance with the standards and specifications adopted by the Town of Sharon in accordance with Section 277 of the Town Law.

That no part of the land proposed to be subdivided for human habitation lies under water or is subject to flood.

That there are no existing buildings or structures which are not on the map.

That where the Plat shows proposed streets which are extensions of streets on adjoining subdivision maps heretofore filed, there are no reserve strips at the ends of the streets on said existing maps at their conjunction with the proposed streets.

In the course of the proceedings, the applicant will offer evidence of ownership, by furnishing an Attorney's Certificate of Title, or by presentation of the original or certified copy of the deed of the land under application.

The Applicant estimates that the grading and required public improvements will cost \$ _____ as itemized and requests that the performance bond or other sureties be approved by the Town Board.

DATE

NAME OF APPLICANT (TYPE OR PRINT)

APPLICANT'S TELEPHONE NUMBER

SIGNATURE AND TITLE

SUBDIVISION APPLICATION
PART III
FINAL PLAT APPLICATION
(Submit Seven Copies)

TOWN OF SHARON - SCHOHARIE COUNTY - NEW YORK

APPLICATION NO. _____ FEE RECEIVED \$ _____ BY _____

1. Subdivision Name: _____
2. The undersigned hereby makes application for final approval of Subdivision Plat entitled _____
Which covers the entire area of _____ acres shown on the Preliminary Plat; OR covers Section _____ comprising of _____ acres shown on the Preliminary Plat, which has been completed in accordance with the Subdivision Regulations and the Details of which are as stated in the application for consideration of the Preliminary Plat, and are hereby reaffirmed with the same force And effect as though stated herein. (If any differences, attach statement of same.)
3. Attorney's Certificate of Title or the original or certified copy of the deed is furnished as evidence of ownership.
4. All taxes and liens on the land at the date hereof have been paid as evidenced by Schoharie County Tax Search hereto attached.

DATE NAME OF APPLICANT (TYPE OR PRINT)

APPLICANT'S TELEPHONE NUMBER SIGNATURE AND TITLE

MAILING ADDRESS

NOTE: This application, in seven (7) copies, shall be accompanied by seven (7) copies of the original Plat drawing, one (1) of which shall be on Mylar. Upon final approval, the maps will be authenticated by the Chairman of the Planning Board.