

Application Number _____ Fee Received _____ Date Received _____

These are the minimum submission requirements as set forth in Chapter 135 Subdivision of Land, Code of the Village of Cobleskill, for a Subdivision Application. The Village reserves the right to request additional information to support an application. However, if these minimum requirements are not met, the Village reserves the right to reject the application.

Your application must include the following information/submissions.

A Preliminary Plat shall be prepared at an appropriate scale and shall be clearly marked "Preliminary Plat." It shall show:

1. The proposed layout of streets;
2. The streets' relation to topographic conditions and to adjacent streets;
3. The pattern of lots and typical lot sizes;
4. Playgrounds and other public areas;
5. Easements, building set back line;
6. Proposed water supply and sewage disposal system(s);
7. Tract name:
8. Name of developer:
9. Endorsement of an engineer or surveyor licensed in the State of New York;
10. North arrow, date, scale;
11. Any other information required by the Village Planning Board;
12. 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
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13. Number of acres dedicated for public use park and open space purposes:

14. Applicant proposes to dedicate all streets and parks shown on the Preliminary Plat by Deed of Conveyance:

Yes	_____	No	_____	Not Applicable	_____
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15. Electric mains will be installed by _____ and **a charge/no charge** (cross out one) will be made for installing said mains.
16. Gas mains will be installed by _____ and **a charge/no charge** (cross out one) will be made for installing said mains.
17. All taxes that are liens on the land at the date hereof have been paid as evidenced by Schoharie County Tax Search hereto attached.

Application Number _____ Applicant's telephone number _____

Note: The Planning Board shall comply with the provisions of the State Environmental Quality Review Act (SEQR) under Article Eight of the Environmental Conservation Law and its implementing regulations.

In filing this application, the applicant states the following (Note any exceptions and attach explanation):

- He will at his own expense, install the required improvements in accordance with the standards and specifications adopted by the Village of Cobleskill;
- 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 shown on the Preliminary Plat;
- 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 the conjunction with the proposed streets;
- 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 Village Board.

Note: Within six (6) months of the approval of the Preliminary Plat, the owner must submit the Plat in final form. If the Final Plat is not submitted within six (6) months, the Planning Board may revoke approval of the Preliminary Plat.

Certification by Applicant:

_____, being duly sworn, deposes and says that he is the applicant or authorized agent for the applicant above named; that all statements contained in this application package are true to the best of his knowledge and belief, and that the work will be performed in the manner set forth in the application and specifications filed herewith, and in accordance with applicable laws, ordinances, rules and regulations.

Sworn to before me this _____ day of _____ in the year of _____.

Signature of property owner or legally designated representative

Date

Notary Signature

Notary Stamp



Memo

To: Applicants for Sub-Division Maps
From: Indy Jaycox, Schoharie County Clerk
Date: January 2008
Re: After being Approved for a Sub-Division

**ALL SUB-DIVISION MAPS NEED TO BE FILED AT THE COUNTY CLERK'S OFFICE WITHIN
62 DAYS OF APPROVAL BY THE PLANNING BOARD.**

Planning Board - - -

1. Gives approval to property owner
 2. Chair of Planning Board stamps one **Mylar** Copy and two **Paper** Copies
- If property is in a Town, owner needs the **Town Tax Collector** to sign, on all maps, that taxes are paid (Dates to do this are: **JAN to MAY**)
 - If property is in a Village, owner needs the **Village Tax Collector** to sign, on all maps, that taxes are paid (Dates to do this are: **JUNE to AUG**)
 - If **School Taxes** are being collected, (Dates to do this are: **SEPT to OCT**) then all maps must be signed by the **School Tax Collector** that taxes are paid
 - Owner must bring the signed maps to the County Office Building
 - First, to the Real Property Tax Services Office for their sticker
 - Second, to the Treasurer's Office, where a fee will be collected (currently \$10.00)
 - Third, to the County Clerk's Office, where a fee will be collected (currently \$10.00) and the maps will be filed

****** NOTE: If the Sub-Division is 5 or more lots, of less than 5 acres each, then the Health Dept. must also provide approval **BEFORE** the maps can be filed with the **County Clerk's Office** ******

You will find the following offices at the Schoharie County Office Bldg., 284 Main St., Schoharie, NY 12157:

REAL PROPERTY TAX SERVICES (518) 295-8349
COUNTY TREASURER - - - MAP FEE \$10.00 (518) 295-8386
COUNTY CLERK'S OFFICE - - - MAP FEE \$10.00 (518) 295-8316
HEALTH DEPT. (518) 295-8365