



TOWN OF POESTENKILL

38 Davis Drive / P.O. Box 210
Poestenkill, NY 12150
(518) 283-5100 Phone
(518) 283-7550 Fax

PLANNING BOARD

MINOR SUBDIVISION APPLICATION (1-4 Lots Only)

Applicant Name: _____

Address: _____

Home Phone: _____ **Work Phone:** _____ **Cell Phone:** _____

Email Address: _____

Property Owner (if not applicant):

Name: _____

Address: _____

Home Phone: _____ **Work Phone:** _____ **Cell Phone:** _____

Email Address: _____

Signatures:

Applicant: _____ **Date** _____

Owner: _____ **Date** _____
(If different from applicant)

OFFICIAL USE ONLY :

Date Application Received _____ **Amount Received** _____

____ **APPROVED** ____ **CONDITIONALLY APPROVED** ____ **DENIED** **Date** _____

Additional Contact Information:

Site Planner:

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____

Plot Engineer/Surveyor:

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____

Attorney:

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____

Other (consultants, etc):

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____

Checklist of Materials That Must Accompany this Application:

_____ **Subdivision Application Fee (fee is charged for each newly created lot)**

- See Fee schedule for current fee
- Make checks payable to Town of Poestenkill

_____ **Copy of section of applicable Tax Map showing location of property**

_____ **State Environmental Quality Review Short Assessment Form**

_____ **Sketch plan -- 10 copies-- (not necessary if subdivision plat submitted) containing:**

- Location of portion to be subdivided in relation to the entire tract and the distance to the nearest existing street intersection
- All existing structures, wooded areas, streams and other significant physical features
- Name of the owner and of all adjoining property owners
- The Tax Map sheet, block, and lot numbers, if available
- All the utilities available and all streets which are proposed, mapped, or built
- The proposed pattern of lots, including lot width and depth, street layout, recreation areas, systems of drainage, sewerage and water supply within the subdivided area
- All existing restrictions on the use of land, including easements, covenants or zoning lines

_____ **Subdivision plat -- 10 copies --containing:**

- A copy of covenants or deed restrictions for any part of the tract
- An actual field survey of the boundary lines, giving complete descriptive data by bearings and distances made and certified by a licensed land surveyor
- All on-site sanitation and water supply facilities shall be designed to meet the minimum specifications of Renss. County Dept. of Health and a note to that effect stated on the plat and signed by a licensed engineer.
- Proposed subdivision name with name of town and county
- The date, North point, scale, name and address of record owner and subdivider

Additional Applicant Costs Associated with this Subdivision Application:

- Cost of Public Hearing Notice in Town's newspaper of record
- Consultant costs (if applicable)
- Miscellaneous postage
- An invoice for these additional costs will be sent to the applicant as soon as possible after final action is taken on the requested subdivision. This invoice is due and payable immediately upon receipt.