

FOR OFFICIAL USE ONLY

Tax Map No _____ Zoning District _____ School District _____
Fee Received (Ck #) _____ Sketch Plan Approval Date _____
Date Application Received _____ Date of Public Hearing _____
Date Referred to County Planning Board _____ County Board Action _____

TOWN OF JEWETT-PLANNING BOARD
APPLICATION FOR MINOR SUBDIVISION

TO THE PLANNING BOARD OF THE TOWN OF JEWETT, NEW YORK: Fee: per schedule

A. STATEMENT OF OWNERSHIP AND INTEREST:

The applicant(s) _____
is/are the owner(s) of property located at _____
The applicant's mailing address is _____
Phone: Day (____) _____ - _____, Evening (____) _____ - _____, Cell (____) _____ - _____

B. NAME AND LOCATION OF PROPOSED SUBDIVISION:

Name or Title of Subdivision _____
Tax Map No _____ Zoning District _____ School District _____ Acreage _____

C. REQUEST AND MINOR SUBDIVISION PLAT:

The applicant requests the Board review the proposed Subdivision for the above described property whose Sketch Plan was approved by the Planning Board on _____, 20____

1. Copy of Approved Application for Subdivision Sketch Plan Review
2. ATTACH MINOR SUBDIVISION PLAT [five copies - 24 by 36 inches], SHOWING:
 - A. Entire tract accurately dimensioned at no less than 200 feet per inch
 - B. The location to be subdivided – copy of Tax Map
 - C. Distance to nearest road,
 - D. All existing structures, wooded areas, streams, and wetlands, with distances indicated
 - E. Topographic conditions,
 - F. Significant physical features [within 200 feet of entire tract],
 - G. Current utilities and easements,
 - H. Proposed easements and roads, and
 - I. Names of neighboring property owners & other information about neighboring properties as may be necessary.
 - J. School District Boundary Lines.
3. ALSO ATTACH:
 - A. SEQR – State Environment Quality Review;
 - B. Copies of Covenants and/or Deed Restrictions;

- C. PERC Tests – Soil Percolation Tests results and NYCDEP Design Approval Letter
- D. Any other requirements deemed necessary.

ADDITIONAL REQUIREMENTS: to be determined by Planning Board during Plat approval

- A. Minor Subdivision Plat (Mylar and 4 copies -- 24 by 36 inches)
- B. Public Hearing – notice requirements and date scheduled

B. NAMES OF ABUTTING OWNERS INCLUDING OWNERS DIRECTLY ACROSS ADJOINING STREETS:

Within 500 feet (attach) _____

C. LICENSED LAND SURVEYOR OR ENGINEER:

Address: _____ Telephone _____

- D. **REQUESTED EXCEPTIONS:** The Planning Board is hereby requested to authorize the following exceptions to, or waivers of, its regulations governing subdivisions: [attach list with the reason for each waiver set forth] _____

- E. **SITE VISIT:** During review of application, members may need to visit the site. If you object check [____]

F. **DECLARATION:** I/We declare that the statements contained herein are true and that I/We have not knowingly or willfully given a false statement, or given false information, or omitted information in connection with this application.

SIGNATURE(S) _____ DATE _____

Note: Current Fees are posted at the Jewett Town House and on the Official Website

STEPS IN APPLYING FOR A MINOR SUBDIVISION

1. **Submit Application For Minor Subdivision** – with fee (payable to Town of Jewett).

Current Fees are posted at the Jewett Town House and on the Official Website

2. **Submit Application For Subdivision Sketch Plan Review** Approved by Planning Board
3. **Submit the Minor Subdivision Plat** [five copies] with all information required, as discussed at Sketch Plan review and according to the regulations, refer to Article III Section 1 of Subdivision Regulations
4. **Attend Planning Board Meeting** to review Minor Subdivision Plat; to complete SEQR; and, if accepted, to schedule Public Hearing
5. **Before Public Hearing Date - Notify Neighbors** within 500 feet of property boundaries by Certified Mail of the intent and the date, time and place of the Public Hearing [refer to draft letter form] **At Least 10 Days Prior To Public Hearing Date**
6. **Attend Public Hearing** - at or before Public Hearing submit to Planning Board Clerk
 - a. copies of notices
 - b. USPO certified receipts
7. **Submit The Final Minor Subdivision Plat** with any additional information required – five (5) copies, one (1) on Mylar; size 24 x 36 inches
8. **Decision** rendered by the Planning Board - Chair signs Final Plat, if approved
9. **File** approved Minor Subdivision Plat (Mylar) with County Clerk in Catskill, NY – Within 30 Days Of Approval

REFER TO SUBDIVISION REGULATIONS
FOR SPECIFIC REQUIREMENTS AND FURTHER INFORMATION