
FOR OFFICE 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 MAJOR SUBDIVISION

TO THE PLANNING BOARD OF THE TOWN OF JEWETT, NEW YORK:

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 PRELIMINARY PLAT:

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

A. Copy of Approved Application for Subdivision Sketch Plan Review

B. Attach PRELIMINARY 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 them as may be necessary.
- j. School district boundary lines

C. 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.

D. ADDITIONAL REQUIREMENTS: To be determined by Planning Board after Preliminary Plat Approval

- a. Final Plat (Mylar and 2 copies -- 24 by 36 inches)
- b. Public Hearing – notice requirements and date scheduled

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

Within 500 feet (attach) _____

B. **LICENSED LAND SURVEYOR OR ENGINEER:** _____

Address: _____ Telephone _____

C. **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] _____

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

E. **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

Effective 03/19

STEPS IN APPLYING FOR A MAJOR SUBDIVISION

1. **Submit APPLICATION FOR MAJOR 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 Preliminary Subdivision Plat** with all information required, as discussed at Sketch Plan review and according to the regulations, refer to Article IV Section 1 of Subdivision Regulations
4. **Attend Planning Board Meeting** to review Preliminary Plat; to complete SEQR; and, if accepted, to schedule Public Hearing
5. **Before Public Hearing Date** - Notify Neighbors within 500 feet of all 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 and
 - b. USPO certified receipt
7. **Decision rendered by the Planning Board** - Chair signs Preliminary Plat, if approved

8. Submit APPLICATION FOR MAJOR SUBDIVISION FINAL PLAT APPROVAL

with all information required

- a. three (3) copies, one (1) on Mylar - size 24 x 36 inches
 - b. two sets of construction drawings
 - c. Original and copy of cession, covenants and agreements
9. **Attend Planning Board Meeting** to review Final Plat and, if required, to schedule Public Hearing
 10. **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
 11. **Attend Public Hearing** - at or before Public Hearing submit to Planning Board Clerk
 - a. copies of notices and
 - b. USPO certified receipt
 12. Decision rendered by the Planning Board - Chair signs Final Plats, if approved
 13. File Approved Subdivision Final Plat (Mylar) with County Clerk in Catskill, NY within 30 days of approval

REFER TO SUBDIVISION REGULATIONS

FOR SPECIFIC REQUIREMENTS AND FURTHER INFORMATION

Effective 03/17