

Town of Stuyvesant
Minor Subdivision Application Form
(for subdividing a parcel into but not more than 4 total parcels)

This minor subdivision checklist and application is to properly prepare the applicant for timely review and action by the Planning Board.

Be sure the checklist is understood completely and that the items are met prior to applying to the Board. This will speed the process and allow the Board to meet its' requirements without unnecessary delay.

Planning Fees – Minor Sub-division (4 or less parcels)

\$100.00	to divide parcel into 2 parcels
\$150.00	to divide parcel into 3 parcels
\$200.00	to divide parcel into 4 parcels
\$ 50.00	Sketch Plan Fee
\$ 50.00	Site Plan Review Fee (per lot)
\$200.00	Initial Engineering Fees
\$200.00	Initial Legal Fees
\$ 35.00	Cost of publication of Public Notice

All legal and engineering fees incurred by the Planning Board's review will be the responsibility of the Applicant and shall be payable to the Town of Stuyvesant. If the initial engineering and/or legal fees are depleted, they must be replenished by the applicant before the review process continues. Any of the initial or replenished engineering and legal fees not used will be refunded to the applicant.

No subdivision plat or map of any kind shall be stamped by the Planning Board Chairman until all legal and engineering fees are paid.

Minor Subdivision Submittal Checklist

Any land owner who has submitted a subdivision sketch plan that was classified as a minor subdivision, must within six (6) months of the date of the classification, submit to the Planning Board Secretary, five (5) copies of the following information:

- 1) The proposed subdivision name, the name of the Town and County in which it is located;
- 2) The date, north point, map scale, name and address of the owner of record, and subdivider, along with the names of all adjacent landowners;
- 3) An actual field study of the boundary lines of the tract, giving complete descriptive data by bearings and distances, made and certified to by a licensed land surveyor. The corners of the tract shall also be located on the ground and marked, and shall be referenced and shown on the plat. The plat to be filed with the Columbia County Clerk shall be a minimum of 8 ½" x 14" and a maximum of 34" x 44" (see the guideline sheet);
- 4) A copy of all covenants or deed restrictions as are intended to cover all or part of the tract;
- 5) All new on-site sanitation and water supply facilities shall be designed to meet the specifications of the Columbia County Health Department and a note to this effect shall be stated on the plat. The plat must be signed by a licensed engineer (either private or town engineer).

REQUIRED FORMS

- 6) A completed Short Environmental Assessment Form (EAF) pursuant to NYS SEQRA requirements; and
- 7) A completed Agricultural Notification Statement.

The information must be submitted to the Planning Board Secretary at least ten (10) days prior a regularly scheduled meeting.

This proposed subdivision was officially classified as a minor subdivision by the Planning Board at its meeting held on ____/____/____.

**Town of Stuyvesant
Agricultural Data Statement**

Applicant's Name: _____

Applicant's Address: _____

Description of proposed project: _____

Project Location: _____

Name of Farm Operation: _____

Address of Farm: _____

Location of Farm: _____

***Attach a copy of the Tax Map showing the site of the proposed project relative to the location of the farm operation identified above.*

NOTE: *This form must be submitted for any project that would occur on property within an agricultural district containing a farm operation or on property with boundaries within five hundred (500) feet of a farming operation located in an agricultural district.*

Ag Data Statement

General Town Law §283-a-2

Ag Data Statement is required as part of the application for:
Special Permits
Site Plan Review
Use or Area Variances
Subdivision Approval

General Town Law §283-a-4

Notice must include:

1. Name & Address of Applicant
2. A description of the proposal and its location
3. Names & addresses of property owners of any land within an ag district which lands contain farm operations and which are within 500' of the boundary of the property on which the project is proposed.
4. A tax map or other map showing the site of the proposed project relative to the location of the farm operations identified in the ag data statement.

General Town Law §283-a-3

The Clerk of the Board, upon receipt of the application, shall mail written notice of such application to the owners of land identified in the ag data statement. The cost of such mailing shall be borne by the applicant.

General Town Law §283-a5

Referral must be made to the County Planning Board if the project is within 500' of the boundary of a farm operation located within an ag district except for applications seeking only area variances.