

APPLICATION FOR SUBDIVISION

Village of Granville
 Quaker Street
 Granville, New York 12832
 518-642-2640

File No. _____
Applicant Name: _____
Applicant Address: _____

Date Received: _____
Date of Final Decision: _____
Final Decision: _____

Planning Board meetings are held on the forth Monday of each month at 7:30 p.m.

Instructions:

The following application must be completed and filed with the Village Clerk. Applications for any type of Subdivision must be submitted and deemed complete for review by the Code Enforcement Officer or the Village Clerk at least ten (10) working days prior to the next scheduled Planning Board meeting. The fee below is based on the type of subdivision designation (Article 11 of the Zoning Law).

Minor Subdivision Fees:

Application fee	\$100.00
Lot fee	\$125.00
Recreation fee	\$100.00 / lot
Boundary line adjustment application fee	\$ 75.00

Major Subdivision Fees:

Application fee	\$300.00
Lot fee	\$125.00 / lot
Recreation fee	\$100.00
Final application fee	\$300.00

Type of Application

- Minor Subdivision
- Boundary line adjustment
- Major Subdivision

Please submit **seven (7)** copies of the following application package:

- Subdivision application packet.
- Existing and proposed site plan in accordance with the *Site Plan Checklist* (attached).
- Short or Long Environmental Assessment Form** pursuant to the N.Y. State Environmental Quality Review Act (SEQRA). Whether a short or long form is required is dependent upon whether the application is classified as "Type 1" or "Unlisted." These forms are available from the Code Enforcement Officer or the Village Clerk.

- **Agricultural Data Statement and Control Form** if the property is located on a farm or within 500 feet of a farm in an agricultural area. This form is available from the Code Enforcement Officer or the Village Clerk.
- Sketch of the property and the proposed changes (a copy of the tax map works well). ???

A public hearing will be scheduled at a subsequent Planning Board meeting. At that time applicant shall provide any other information requested by the Planning Board. (Failure to provide information requested by the Planning Board may cause delays in the application process.)

Planning Board will hold the public hearing. At this time the Planning Board may approve, approve with conditions and/or modifications, or deny the application. (If denied, the applicant may make alterations and re-apply.) Fees ...

Applicant must file the final plat with the Washington County Clerk along with the completed and signed Realty Subdivision Checklist **within ninety (90) days of final approval. Failure to do so may result in nullification of the final approval.**

Part I: Applicant Information

1. Applicant or Agent

Name: _____
Street Address: _____
City, State, Zip: _____
Telephone No. _____

2. Property Owner

Name: _____
Street Address: _____
City, State, Zip: _____
Telephone No. _____

3. Licensed Engineer / Architect Designing Subdivision

Name : _____

Street Address: _____
City, State, Zip: _____
Telephone No. _____
License Number: _____

4. Licensed Surveyor Designing Subdivision

Name : _____

Street Address: _____
City, State, Zip: _____
Telephone No. _____
License Number: _____

Part II. Subdivision Information

1. Subdivision Title: _____

2. Location of Site of Proposed Subdivision:

Address: _____

___ Tax Map Number: Section _____ Block _____ Lot _____

___ Total Acreage: _____

___ Adjoining Landowner(s) Names

3. Zoning District / Classification:

Present: _____

Proposed: _____

Will a Variance be needed? _____

Has a Variance been applied for? _____

4. Provide a brief description of the existing use of property:

5. Provide a brief description of the proposed project / activity:

6. Number of Proposed Lots: _____

7. Number of Proposed Lots of Five (5) Acres or Less: _____

8. Number of Proposed Buildings: _____

9. Has this tract* of land been subdivided within the past three (3) consecutive years:

Yes _____ No _____

If yes, state the date(s) when the plats (maps) were filed with the Washington County Clerk's Office: _____

Number of lots created by all previous subdivision(s) of five (5) acres or less: _____

10. Will the total number of lots of five (5) acres or less from all subdivisions (including the subdivision currently being created) exceed five (5) lots: _____
—

11. Type of Project:
Residential _____
Commercial _____
Industrial _____

12. Total Length of New Roads: _____

13. Water:
Well _____
Existing Water Hookup _____
New Water Hookup _____

14. Responsibility of Roads (Martin’s Law) _____

15. Homeowner’s Association: _____

16. Recreation Facilities: _____

17. Other Improvements: _____

***Definitions:**

Lot(s) – All lots, including non-contiguous lots, which are less than on-half mile from any point on the boundary of any other lot in the tract of land to be subdivided.

Tract – “Any body of land, including contiguous parcel of land under one ownership or under common control of any group of persons acting in concert as part of a common scheme or plan” (Public Health Law, Article 11, Section 1115 Subsection 2).

Part III. Site Plans

Attach all drawings, covenants, deed restrictions, surveys, construction drawings, and supplemental data pertaining to this Subdivision application as outlined in Article 4 and Article 11 of the Village of Granville Zoning Law to this application for submission to the Planning Board.

Procedures for submission of applications are described in Article 11 Subdivision Regulations in the Zoning Law.

Compliance with Public Health Law

Applicant, please read the following and proceed accordingly:

If the answer to either question ten (10) or fourteen (14) of the Realty Subdivision Checklist exceeds five (5) or the answer to question fifteen (15) is "yes", then the applicant is creating a Realty Subdivision. Applicants creating a Realty Subdivision must apply to the New York State Department of Health (NYSDOH) for approval of the water supply and sewage service facilities in compliance with Public Health Law (Article 11, Title II).

For further information contact the NYSDOH for further information and instructions:

**Glens Falls District Office
77 Mohican Street
Glens Falls, NY 12801
518-793-3893**

For Office Use:

If the applicant does not appear to meet the criteria of a realty subdivision and your municipality has determined that this subdivision does not require NYSDOH approval, please sign the statement below and attach this checklist to the approved subdivision plat (maps) for filing with the Washington County Clerk's Office. The municipal board with the authority to make the final decision regarding subdivision reviews should complete and sign the following statement:

The **Planning Board** of the **Village of Granville** has determined that this subdivision does not meet the criteria of a Realty Subdivision as defined by Article 11, Title II, Section 1115 of Public Health Law; therefore, does not require approval of the New York State Department of Health.

Planning Board Chair: _____
(Printed name)

Signature: _____

Date: _____

Part IV: Signatures

Signature of Owner:

The information provided in this application and on the attached site plan is true and accurate to the best of my knowledge. I acknowledge that the Planning Board will not review my plan unless all information requested has been submitted and no work will be initiated until all required submissions have been approved and/or approved with conditions.

Signature of Owner

Date

Authorization to Act as Agent For:

In the event that the Owner of the property desires to have another individual act as his/her authorized representative in support of this application the following statement must be completed and signed:

I, _____, owner of the premises located
(Name of Owner)

at _____ With the Tax Map No. _____,
(Location)

hereby designate _____ as my agent regarding an
(Agent)

application for Subdivision.

Signature of Owner

Date

Pat VI: Decision of the Planning Board

Permit Granted

Conditions: _____

Permit Denied

Conditions: _____

Signature of Chairperson
Planning Board

Date

Record of Vote		Date: _____	
	Member Name	Aye	Nay
Chair	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____



Application Number: _____
 Date Received: _____
 Number of New Lots: _____
 (including original)
 Amount Paid: _____
 Date Paid: _____

Classification: Minor: _____ Major: _____
 Preliminary: _____ Preliminary: _____
 Final: _____ Final _____

Referred to: _____

Recommendation of Reviewing Agency: _____

Action Taken: _____

Reason: _____

CHECKLIST

Sketch Plan Review Done: _____
 Sketch Plan Approval: _____

Preliminary Plat Submitted: _____
 Preliminary Plat Public Hearing Scheduled: _____
 Preliminary Plat Public Hearing Done: _____
 Preliminary Plat:
 Approved as Filed: _____
 Approved with Conditions: _____
 Conditions are: _____

Final Plat Submitted: _____
 Final Plat Public Hearing Scheduled: _____
 Final Plat Public Hearing Done: _____
 Final Plat:
 Approved as Filed: _____
 Approved with Conditions: _____
 Conditions are: _____

Disapproved: _____ Reasons: _____

Documents:

Perc Tests: _____

Survey: _____

Roads: _____

SEQR: _____

Fees: _____

Coordinated Review?: _____

Realty Subdivision Checklist

To be completed by the Owner , Owner, or Designated Agent.

Please answer the following questions