

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 Third Monday of each month at 7:00 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.**

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**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: \_\_\_\_\_  
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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).*

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**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.

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**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**

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**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:** \_\_\_\_\_

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**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.

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Signature of Owner

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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.

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Signature of Owner

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Date



**Pat VI: Decision of the Planning Board**

Permit Granted

Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permit Denied

Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Chairperson  
Planning Board

\_\_\_\_\_  
Date

<b>Record of Vote</b>		<b>Date:</b> _____	
	<b>Member Name</b>	<b>Aye</b>	<b>Nay</b>
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?: \_\_\_\_\_

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**Realty Subdivision Checklist**

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

*Please answer the following questions*