

TOWN OF OTEGO PLANNING BOARD

3526 State Hwy 7, PO Box 468, Otego, NY 13825

Phone: 988-2698 Fax: 988-7081

Zoning Officer, PO Box 455, Oneonta, NY 13820

Phone 433-1671 Fax 433-2590

INSTRUCTIONS FOR MINOR SUBDIVISION - 1 to 4 lots

Basic lot requirements under the Zoning Law varies depending on Zoning District. Call Zoning Officer to determine minimum lot size and other required specifics for your subdivision.

NOTE: Original copies of forms should be filled out with pen and submitted to the Zoning Officer at least 10 days prior to the Planning Board Meeting, (first Tuesday of the month.)

First Meeting with the Planning Board

Fee: Ten dollars (\$10)

Sketch Plan Review

Applicant Requirements

1. Submit your application for Sketch Plan Review. The sketch plan requirements are listed in Section 3.9 (A) of the Subdivision Law which is attached.
2. Topography Map of Site (site should be outlined or highlighted);
3. Overlays of any land areas to be developed that are within Federal or State Wetland designations or Flood Plain;
4. Indicate areas that are within Agricultural District Map;
5. Letter of Authorization—If the landowner of record cannot be present at the meetings, he/she must sign this document and name an authorized representative. **No** application will be considered without a landowner or a representative present at any Planning Board meeting;
6. Applicant will submit 3 copies of all documents.

Your application packet should include not only the items listed above but whatever information you think will be needed to give the Planning Board a good idea of the scope of your project.

Planning Board Requirements

1. The Planning Board will meet with the applicant or representative to review the plans, make comments, make a determination of classification, suggest possible changes, and if tentative approval is received, the applicant can proceed with the Final Plat Application.

Second Meeting with the Planning BoardFee: **Twenty Five (\$25)Base fee****Final Plat Review and Approval****Plus Twenty Five (\$25) per lot****Applicant Requirements**

1. Within six (6) months of the classification of the sketch plan as a minor subdivision and receiving your authorization to proceed, the property needs to be surveyed by a licensed surveyor;
2. When your survey is complete, submit the *Final Plat Application* form (6 copies required) along with four (4) copies of the final plat map (ONE in mylar form and THREE in paper form) with surveyor seal and bearing an area for the signature of the Planning Board Chair and the date [signature block];
3. Submit the Storm Water Phase II permit obtained from DEC and any (if required) permit approvals from NYS Dept. of Health and other agencies that might need to be involved.
4. Completed Environmental Assessment Form (EAF--SEQR Short Form.)

Maps and applications must be submitted to the Zoning Officer at least 10 days prior to the PB regular meeting.

Planning Board Requirements

1. At its next scheduled meeting after the date on which the application was filed, the Final Platt Application will be reviewed for completeness and the incorporation of any changes that might have been requested by the Board at the Sketch Plan Meeting;
2. When the PB sets a date for the public hearing the applicant will need to send (by registered return receipt mail) a notification of the public hearing date to all property owners within 500 feet of ALL boundaries of the parent parcel at least ten (10) days prior to the hearing (see sample letter attached.)
3. The PB will review the EAF Form and make a determination as required by SEQR regulations.
4. The PB will refer application to the County Planning Board where required.

Third Meeting with the Planning Board

1. Public hearing.
2. The petitioner will need to provide evidence of mailing (receipts) of the public hearing notice sent to adjoining property owners.
4. At the close of the public hearing and having met all the requirements as outlined above, the PB can take action on the matter by considering public comments from the public hearing, comments from the Otsego County Planning Board, and any other entity that may be involved.
5. Upon approval, it will be up to the applicant to have the subdivision filed at the County Clerks office.

7. Name of surveyor or professional responsible for subdivision design:

Name _____

Address _____ City _____ State _____ Zip _____

Telephone () _____ Cell () _____ Fax () _____

8. Requested Exceptions. The Planning Board is hereby requested to authorize the following exceptions to or waivers of its regulations governing subdivisions (attach list of such exceptions with the reason for each exception set forth):

9. The undersigned hereby requests approval by the Planning Board of the above identified Sketch Plan Submission of a Minor Subdivision..

Signature _____

Title _____ Date _____

10. If the above signature is not that of the subdivision owner, signature of said owner is required.

Signature _____

Title _____ Date _____

SAMPLE FORM
Notice To Adjoining Property Owners of a Public Hearing
(Use your own letter head)

Date

Name

Address

City, State, Zip

Dear _____

The Town of Otego Planning Board has directed me to notify you that a public hearing will be held on my/our application of a:

Minor Subdivision / Major Subdivision
circle one

for the Tax map parcel # _____ located at _____.

The meeting is scheduled for _____ at _____ PM in the Town of Otego Municipal Building at 3526 State Hwy 7, Otego, NY., at which time you will have the opportunity to be heard. Your attendance is not required. If you can not attend the hearing but wish to make a comment , you can submit it by mail. It will read and placed in the official minutes.

If you have any questions feel free to call the Zoning Officer at 607-433-1671 Monday thru Thursdays from 1:00 PM to 7:00 PM.

Signature

SAMPLE LETTER OF AUTHORIZATION

Subdivision Application of Parcel # _____ - _____ - _____

Name of subdivision _____

Applicants for subdivision are required to be present at Planning Board meetings at which their application is being considered. If for some reason the applicant is unable to be present or the application is being submitted by a third party as a condition of sale, the owner of record can appoint or authorize some one else to represent them at any meeting.

The owner of record must fill out this form naming the authorized representative and this form must be submitted with of the sketch plan application.

Date: _____

I/we _____,
print name(s)

hereby authorize _____ to represent
print name(s)

me/we for the action listed above.

Signature of owner of record

Signature of owner of record (2)

Signature of authorized representative

**FINAL PLAT APPLICATION
FOR APPROVAL OF A MINOR SUBDIVISION**

Town of Laurens Planning Board

Form: TO PB-15

FOR OFFICIAL USE ONLY

Application Number _____ Fee Paid \$ _____ Cash Check M.O.

Application Delivery Date: _____ Date of Board Evaluation: _____

Date of Filing with Town Clerk: _____

1. Name of Subdivision _____

2. Subdivider:

Name _____

Address _____ City _____ State _____ Zip _____

Telephone __ () _____

3. Location of Proposed Subdivision: (Tax Map-Section, Block and Lot) _____

Address _____

4. Total number of lots in subdivision _____

5. Did you include the following with this application?

A. Survey map (All subdivided parcels clearly indicated and dimensioned as well as any rights-of-way, structures and any other pertinent information as required in Section 3.9(B) Must also include a "signature block.")

B. Environmental Assessment Form (Fill out part 1 ONLY!)

Make sure you supply the required number of copies and fee. See instructions.

6. The undersigned hereby requests approval by the Planning Board of the above identified Subdivision Plat.

Signature _____

Title _____ Date _____

SUBDIVISION CHECKLIST FOR COUNTY CLERK'S OFFICE

Legal requirements that must be met before filing a subdivision in the County Clerk's Office:

1. Maps presented must be printed or drawn with India Ink upon transparent tracing cloth or polyester film or be photographic copies on transparent tracing cloth or polyester film.
2. Must be in Triplicate:
 - 1) original mylar filed in County Clerk's plat cabinets
 - 2) one paper copy forwarded to County Tax Map Dept. for filing
 - 3) one paper copy forwarded to the Office of the Town or Village Clerk where the property is located.
3. Must be not less than 8 ½ x 14 inches and not more than 30 x 42 inches in size.
4. Must contain or have attached a certificate of a licensed land surveyor showing the date of completion of the survey and the making of the map and the name of the subdivision.
5. Must have town planning board final approval endorsed on the map and be signed by the duly authorized official of the planning board.
6. Must have NYS Department of Health approval, endorsed on the map, if the subdivision consists of five (5) or more parcels which are five acres or less in size. Must have NYS Department of Environmental Conservation approval, endorsed on the map, if the subdivision consists of forty-nine (49) or more parcels without a central sewer system.
7. Must be filed with the County Clerk within sixty (60) days of planning board final approval in towns.
8. In accordance with Section 334 of the Real Property Law (effective August 28, 1985), all subdivision plats, prior to being filed in the county clerk's office, must have a certificate stating that all taxes on the property have been paid.
9. Need to provide a 5 year tax search. Searches are obtainable from the Treasurers Office, your attorney or abstract company. Original preferred.
10. During the months when the tax rolls are at the collectors an affidavit is required.

These months are:

January, February, March, and April. During these months you will need an affidavit from the Town

Tax Collector The affidavit should include school taxes if not shown in the five year tax search.

During the month of May, June July, and August a full five (5) year tax search will only be accepted.

During the months of September and October (or until the warrent expires) you willso need the School Tax Collector's affidavit.

During the Month of December only a five (5) year tax search will be accepted

11. During the Month of December a subdivision map cannot be filed if there is an unpaid village or school tax showing on the County's Treasurer's books.
12. Filing fee is \$10 (subject to change.) Check with county clerk's office.

Town of Otego Subdivision Law Excerpt

Section 3.9 Documents to be Submitted

- A. Sketch Plan: The sketch plan initially submitted to the Planning Board shall be based on tax map information or some other similarly accurate base map at a scale (preferably not less than 200 feet to the inch) to enable the entire tract to be shown on one sheet. A key map, which shall show location of the proposed subdivision within the town, shall accompany the sketch plan. The sketch plan shall be submitted showing the following information:
1. Name and address of subdivision, north arrow, scale and date;
 2. Name of the owner of the subdivision and of all adjoining property owners;
 3. The specific boundary of the area to be subdivided;
 4. The tax map sheet, block and lot numbers;
 5. All existing structures, wooded areas, streams and other significant physical features, within the portion to be subdivided and within 200 feet thereof. If topographic conditions are significant, contour shall be indicated at intervals of not more than 20 feet, based upon available U.S. Geological Survey data;
 6. All the utilities, streets, and rights-of-way which are existing;
 7. All existing restrictions on the use of the land including easements, covenants and/or zoning district boundaries;
 8. The proposed pattern of lots, street layout, recreation areas and systems of drainage, sewerage and water supply within the subdivided area;
 9. Existing platting, if a re-subdivision.
- B. Minor Subdivision Plat: With the exception of sketch plans, all subdivision plats shall be printed or drawn in pen and India Ink upon transparent tracing cloth or polyester film and be not less than eight and one-half (8 1/2) inches by fourteen (14) inches nor more than thirty (30) inches by forty-two (42) inches in size. Said subdivision plats shall be drawn at a scale of not less than one hundred (100) feet to the inch and shall be oriented with the north point at the top of the map. When more than one sheet is required, an additional index sheet shall be filed showing to scale the entire subdivision with lot and block numbers clearly legible. Also, all subdivision plats shall be accompanied by a key map which shall show the location of the subdivision within the town and the distance to the nearest existing street intersection. Said subdivision plats shall be prepared by a NYS licensed land surveyor and show the following information:
1. The proposed subdivision name, the name of the town and county, the date the plat was prepared or revised, true north point and scale;
 2. The name and address of the owner of the property being subdivided and the subdivider, if different from the owner;
 3. The name, address, license number, signature and seal of the surveyor preparing the plat;
 4. The name and owner of all adjoining property and the name of any adjacent subdivision;
 5. An actual field survey of the boundary lines of the tract, giving complete descriptive data by bearings and distances made and certified by a licensed land surveyor;
 6. The deed book and page numbers on which the tract being subdivided is recorded;
 7. The tax map sheet, block and lot numbers;
 8. All existing structures which are to remain, wooded areas, streams and other significant physical features within the tract and within two-hundred (200) feet of the boundaries thereof;

9. All existing or proposed utilities and streets, all mapped but undeveloped streets or roads and all easements or rights-of-way across any parts of the tract;
10. The proposed lot lines, dimensions and area of each lot being created by the subdivision. References shall be made to indicate the corners of each lot;
11. All restrictions upon the use of land, including covenants and zoning district boundaries;
12. Evidence that all on-site sanitation and water supply facilities are designed to meet the minimum specifications of the New York State Health Department;
13. A percolation test must be done and the results submitted for each lot. A deep hole test shall be done for every third (3rd) lot and the results shall be submitted;
14. If a subdivision involves "lot size averaging" plans or maintenance and ownership of the open space, including any home ownership incorporation, shall accompany the application.
15. Any additional information required by the Planning Board to assure compliance with this law.
16. The Planning Board may also waive those items it deems unnecessary for the review of the subdivision.