

FOR OFFICE USE ONLY

Tax Map No \_\_\_\_\_ Zoning 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 MINOR SUBDIVISION**

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

Fee: per schedule

**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 \_\_\_\_\_ Acreage \_\_\_\_\_

**C. REQUEST AND MINOR SUBDIVISION PLAT:**

The applicant requests the Board review the proposed Subdivision for the above described property whose Sketch Plan was approved by the Planning Board on \_\_\_\_\_, 200\_\_\_\_\_

1. Copy of Approved Application for Subdivision Sketch Plan Review
2. ATTACH MINOR SUBDIVISION 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 neighboring properties as may be necessary.
3. 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.

ADDITIONAL REQUIREMENTS: to be determined by Planning Board during Plat approval

- A. Minor Subdivision Plat (Mylar and 4 copies -- 24 by 36 inches)
- B. Public Hearing – notice requirements and date scheduled

**B. NAMES OF ABUTTING OWNERS INCLUDING OWNERS DIRECTLY ACROSS ADJOINING STREET:**

Within 500 feet \_\_\_\_\_  
\_\_\_\_\_

**C. LICENSED LAND SURVEYOR OR ENGINEER:**

Address: \_\_\_\_\_ Telephone \_\_\_\_\_

**D. 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] \_\_\_\_\_

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

**F. 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

## STEPS IN APPLYING FOR A MINOR SUBDIVISION

1. **Submit Application For Minor Subdivision – with fee (payable to Town of Jewett)**  
Minor Subdivision Fees

Two (2) lots	\$200.00
Three (3) lots	\$500.00
Four (4) lots	\$800.00
2. **Submit Application For Subdivision Sketch Plan Review** Approved by Planning Board
3. **Submit the Minor Subdivision Plat** [five copies] with all information required, as discussed at Sketch Plan review and according to the regulations, refer to Article III Section 1 of Subdivision Regulations
4. **Attend Planning Board Meeting** to review Minor Subdivision Plat; to complete SEQR; and, if accepted, to schedule Public Hearing
5. **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**
6. **Attend Public Hearing** - at or before Public Hearing submit to Planning Board Clerk
  - a. copies of notices
  - b. USPO certified receipts
7. **Submit The Final Minor Subdivision Plat** with any additional information required - five (5) copies, one (1) on Mylar; size 24 x 36 inches
8. **Decision** rendered by the Planning Board - Chair signs Final Plat, if approved
9. **File** approved Minor Subdivision Plat (Mylar) with County Clerk in Catskill, NY - Within 30 Days Of Approval

**REFER TO SUBDIVISION REGULATIONS**  
**FOR SPECIFIC REQUIREMENTS AND FURTHER INFORMATION**