

Town of Johnsbury Planning Board
PO Box 7
North Creek, NY 12853
518-251-2421 ext 22

Sub Division Review Checklist

Sub Division # _____

Division Name _____

You will also need a Site Plan Application

1. _____ Application Fee paid
2. _____ Complete 911 Address and Mailing Address
3. _____ Tax Map # _____
4. _____ Copy of deed
5. _____ Designated Agency Form (if needed)
6. _____ Names of adjoining property owners
7. _____ Name(s) of Surveyor and/or engineer (including license # and seal)
8. _____ APA Jurisdictional
9. _____ APA Non Jurisdictional letter received
10. _____ SEQR Review completed by applicant
11. _____ Notice to APA
12. _____ 2 Large and 8 small copies of Sub division Map including:
 - A. _____ North arrow, scale and date
 - B. _____ Boundary lines of the tract and for each of the lots offered for sale
 - C. _____ Descriptive data by bearings and distances, made and certified to by a licensed land surveyor and bearing the date of the completion of the survey. The corners of whatever part or parts of the tract may be offered for sale to the public shall also be located on the ground and marked by monuments as

approved by the Planning Board, and shall be shown on the Plat.

- D. _____ Location of all existing structures, easements, wooded areas and permanent and intermittent watercourses.
13. _____ the width and location of all roads; grades and profiles of all roads
14. _____ Plans and cross sections showing sidewalks, road lighting, roadside trees, curbs, water mains, sanitary sewers, storm drains; the character, width and depth of pavements and sub-base and the location of any underground cables
15. _____ the approximate location and size of all proposed waterlines, hydrants and sewer lines, showing connection to existing lines.
16. _____ Drainage plan, indicating profiles of lines or ditches and drainage easements on adjoining properties.
17. _____ Existing restrictions on the use of land including easements, covenants and Zoning.
18. _____ Preliminary designs for any bridges or culverts.
19. _____ Grading and landscaping plans.
20. _____ A copy of all covenants or deed restrictions intended to cover all or part of the tract
21. _____ Where the preliminary plot submitted covers only a part of the sub divider's entire holding, a sketch of the prospective future road and drainage system of the un subdivided part shall be submitted for study
22. _____ A Full Environmental assessment Form (EAF) or draft environmental impact Statement (EIS), if required.
23. _____ Storm water Pollution Prevention Plan (SWAPP), if required
24. _____ Project will have no impact on surrounding environment
25. _____ Public Hearing Scheduled
26. _____ Letter from Fire Department and EMS stating that they are comfortable with road access
27. _____ APA Notified of Public Hearing

Town of Johnsbury Planning Board
219 Main Street, P.O. Box 7,
North Creek, New York 12853

APPLICATION FOR REVIEW AND APPROVAL OF SUBDIVISION

Sub-Divider (If Owner, so state - If Agent, please obtain an Agency Designation Form) :

Name: _____

Address: _____

Phone: _____

Licensed Land Surveyor or Engineer:

Name: _____

Address: _____

Phone: _____

Has any part of the project commenced? YES or NO

If so please describe: _____

Tax Map #: Section: _____ Block: _____ Lot: _____

911 Address / Location of Proposed Subdivision: _____

Easements or other Restrictions on Property (describe): _____

Abutting Owners and Owners directly across Adjoining Street (Include those in other towns)

The undersigned hereby requests Approval by the Planning Board for the above-identified Subdivision Plot. I certify that to the best of my knowledge the information herein provided is correct.

Notice: In a written statement, any person who knowingly makes a false statement, which such person does not believe to be true, has committed a crime under the Laws of the State of New York punishable as a class "A" misdemeanor (PL See 210.45)

NOTE: This application, in quadruplicate with at least 3 copies of preliminary plot, must be submitted to this Board for Preliminary Review a **MINIMUM of two weeks prior** to their meeting. The Planning Board meets every fourth Monday of the month (unless posted otherwise) at the Tannery Pond Community Center, 219 Main Street, North Creek.

Subdivision Fees

No Charge - Sketch Plan Conference Review (Informal)

\$100 - Subdivision Preliminary Review

\$100 - Subdivision Final Approval Prior to signing Mylar All

\$100 PER LOT - Lot Fee; 3 or more lot subdivision

\$200 PER LOT - Recreation Fee; 4 or more Lot Subdivision

All fees due and payable prior to signing of Mylar

Signature: _____

Title: _____

Date: _____