TOWN OF SAND LAKE
PLANNING BOARD
PO Box 273, 8428 NY Route 66
Sand Lake, NY 12153
(518) 674-2026 ext.117 ~ www.townofsandlake.us

MINOR SUBDIVISION APPLICATION

(1-4 Lots Only)

Please refer to the Code of the Town of Sand Lake, Section 225-4 for more detailed information.
https://ecode360.com/12326443

Applications and fees must be submitted at least 14 days prior to the next Planning Board meeting to be considered for that session. All applications will be reviewed for completeness before being scheduled on the next available Planning Board agenda. An application is considered incomplete until staff confirm its completeness and place it on the meeting agenda. If any issues are identified, staff will contact the applicant for clarification or additional information.

PLEASE REVIEW THE LIST OF REQUIRED MATERIALS ON PAGE 3 OF THIS APPLICATION.

APPLICANT:

Name: _____

Address: _____

Home Phone: _____ Work/Cell Phone: _____ Email: _____

PROPERTY OWNER (*if not applicant*):

Name: _____

Address: _____

Home Phone: _____ Work/Cell Phone: _____ E-mail: _____

PLOT ENGINEER/SURVEYOR:

Name: _____

Address: _____

Work/Cell Phone: _____ Email: _____

SIGNATURES: Applicant and all documented homeowners must sign

Applicant: _____ Date: _____

Owner (*if not applicant*): _____ Date: _____

OFFICIAL USE ONLY:

Date Application Received: _____ Date Payment Received: _____

Amount Received: _____ Received By: _____

ZONING DETERMINATION: Approved☐ Denied☐ DATE _____ Initials _____

PROPERTY INFORMATION

Tax Map Number(s): _____

Location of Property/911 Address: _____

_____

Zoning District where property is located: _____

If in subdivision: Subdivision Name:_____ Lot Number: _____

Present Use of Property:_____

Date property was acquired:_____

Any previous of the following? Select all that apply.

Subdivisions: Special Use Permits: Area Variances:

If yes, please explain:

PROPOSED SUBDIVISION INFORMATION:

Total Acreage of Parcel to be Subdivided: _____ **Number of Lots:** _____

Please complete the following regarding the proposed lots:

Lot Number	Proposed Lot Size	Proposed Lot Frontage

Lots will be: Sold with improvements
Sold with buildings erected ready for occupancy Not selling

STATE ENVIRONMENTAL QUALITY REVIEW SHORT ASSESSMENT FORM

Please complete the attached SEQR Short EAF Part 1 ONLY as required by New York State. This form may also be downloaded and much of the information completed for you using the *NYS Department of Environmental Conservation EAF Mapper Application* program located at: http://www.dec.ny.gov/permits/6191.html.

If you wish to download the form without using the EAF Mapper – please use the attached link: Short Environmental Assessment Form Part 1 - Project Information

LIST OF MATERIALS THAT MUST ACCOMPANY THIS APPLICATION FOR IT TO BE CONSIDERED BY THE PLANNING BOARD:

- **Sketch Plan (OR Survey Plat) - - 5 Copies PLUS one digital or 11 x 17 - - NOT NECESSARY IF SUBDIVISION PLAT IS SUBMITTED containing:**
  - Location of portion to be subdivided in relation to the entire tract and the distance to the nearest existing street intersection.
  - All existing structures, wooded areas, streams, and other significant physical features.
  - Names and addresses of the owner and of all adjoining property owners.
  - Tax Map sheet, block, and lot numbers.
  - As applicable, a latest revision date on the Plat.
  - All the utilities available and all streets which are proposed, mapped, or built.
  - The proposed pattern of lots, including lot size, width and depth, setback lines, street layout, recreation areas, systems of drainage, sewerage, and water supply within the subdivided area.
  - All existing restrictions on the use of the land, including easements, covenants or zoning lines.

- **AFTER Sketch Plan (OR Survey Plat) - - 8 Copies - - containing**:
  - A copy of the covenants or deed restrictions for any part of the tract.
  - An actual field survey of the boundary lines, giving complete descriptive data by bearings and distances made and certified by a licensed land surveyor.
  - All on-site sanitation and water supply facilities shall be designed to meet the minimum specifications of the Rensselaer County Department of Health and a note to that effect stated on the plat and signed by a licensed engineer.
  - Proposed subdivision name with name of town and county.
  - The date, North point, scale, name and address of record owner and subdivider.

- **Signature(s) of Applicant and all documented owners.**

- **Copy of section of applicable Tax Map showing location of property.**

- **Completed subdivision/property information.**

- **Completed State Environmental Quality Review Short Assessment Form.**

- **Subdivision Application Fee.**
  - See Fee Schedule

  - Make checks payable to the Town of Sand Lake.