

Putnam Planning Board
APPLICATION FOR SUBDIVISION

1. Title of Subdivision (if such has been determined) _____
2. Name of Applicant _____
Address _____ Phone _____
3. Name of Owner (if not applicant) _____
Address _____ Phone _____
4. Name of Engineer or Architect (if such is involved) _____
Address _____ Phone _____
5. General Location (road, street and boundary description) _____

6. Classification of Property on APA Land Use Map _____
7. Number of Acres _____ Number of Lots _____
8. Existing Easements or Other Restrictions on Property _____
9. Name and addresses of all abutting owners and owners directly across adjoining streets (use separate sheet if necessary).

The undersigned hereby request approval by the Planning Board of the above-itemized subdivision and, as a condition of this application and covenants and agrees to adhere to all conditions established by the Board. The applicant also agrees that the ultimate deeds or conveyances of any portion or all of the subdivided property shall contain reference to the approved subdivision map used as a basis for the property description. The undersigned further so covenants and agrees to comply with the provisions of subsequent Planning Board approval and with all applicable provisions of law and regulations with respect to the subdivision, mapping, filing, offering, conveyance, recording and development of this subdivision, or portions thereof, and with applicable sections of the New York State Real Property Law.

*If the owner of the property to be subdivided is not the party signing the application, be sure to complete the **Agent Designation Form**.*

Signature _____
Title (Owner, Agent, etc.) _____
Date _____

Mail To: Paula M. Wilson
Planning Board Clerk
15 County Route 3
Putnam Station, NY 12861

PUTNAM PLANNING BOARD

Steps for Subdivision Approval

All information, applications, Sketch plans, Preliminary & Final Plat are to be submitted to the Planning Board Secretary Ten (10) days prior to the Regular Planning Board Meeting.

MINOR

Step 1. Pre-Application

- a.) Submit application
- b.) Submit sketch plan (two)
- c.) Proof of legal interest (deed)
- d.) Letters of jurisdictional determination / Approval APA, Health Dept. etc.)
- e.) Subdivider (or representative) attend all meetings

ACTION: *Classification of sketch plan (Minor, Major) within 30 days*

Step 2. Application

- a.) Ten copies of plat
- b.) Fee \$50
- c.) Topographical map
- d.) Septic Approval
- e.) Location of water source and septic system
- f.) Subdivider (or representative) attend all meetings

ACTION: *Accept application and set Public hearing date*

Step 3. Subdivider to attend hearing

ACTION: *Within 45 days Approve, Modify, or Disapprove*

MAJOR

Step 1. Same as Minor Step 1.

ACTION: *Classification of sketch plan as MAJOR*

Step 2. Preliminary plat

- a.) Ten (10) copies
- b.) Fee \$100 + \$25 per lot
- c.) Subdivider to attend meeting

ACTION: *Within 45 days (may be extended by mutual consent) hold Public Hearing)*

Step 3. Public Hearing

- a.) Subdivider to attend hearing

ACTION: *Within 45 days Conditional Approval, with or without modifications, or Disapproval.*
Conditional approval: specific changes, extent or required improvements, amounts of bonds.
Forward copy to Town Board.

Step 4. Final plat

- a.) Three (3) copies (one on mylar or linen)
- b.) Fee \$100 per family unit
- c.) Endorsement from State and County Agencies

ACTION:

Hold Public Hearing within 30 days

Within 45 days Approve, Conditional Approval or Disapproval

Paula M. Wilson

Planning Board Clerk

15 County Route 3

Putnam Station, New York 12861

#(518) 547-8356

* 518-585-2658 work 7:30 - 4:30 Mon-Fri.

* *This is not intended to replace **The Putnam Subdivision Regulations**, which contain ALL needed information for subdivision application and approval.*