

TOWN OF STUYVESANT

MINOR SUBDIVISION APPLICATION FORM *(for subdividing a parcel into not more than 4 total parcels)*

This minor subdivision checklist and application is to properly prepare the applicant for timely review and action by the Planning Board.

Be sure the checklist is understood completely and that the times are met prior to applying to the Board. This will speed the process and allow the Board to meet its' requirements without unnecessary delay.

The fees for a minor subdivision are as follows:

\$100.00	Minor subdivision fee (to subdivide 1 into 2 parcels)
\$ 50.00	For each additional parcel – up to a max of 2 additional
\$125.00	Engineering Fees (additional may apply) <i>Any engineering fees not used will be refunded</i>
\$ 35.00	Public Notice Fee

Above Fees are due at time of application

Attorney Fees, if any, will be due prior to final approval.

We trust this will help the process and if there are any questions, please contact the Planning Board at 518-758-6248 Ext. 19.

The Stuyvesant Planning Board

MINOR SUBDIVISION
Submittal Checklist

Any landowner who has submitted a subdivision sketch plan that was classified as a minor subdivision, must ***within six (6) months*** of the date of the classification, submit to the Planning Board Secretary, five (5) copies of the following information:

1. The proposed subdivision name, the name of the Town and County in which it is located.
2. The date, north point, map scale, name and address of the owner of record, and subdivider, along with the names of all adjacent landowners.
3. An actual field survey of the boundary lines of the tract, giving completely description data by bearings and distances, made and certified by a licensed land surveyor. The corners of the tract shall also be located on the ground and marked, and shall be referenced and shown on the plat. The plat to be filed with the Columbia County Clerk shall be a minimum of 8 ½" x 14" and a maximum of 34" x 44". (see the guideline sheet)
4. A copy of all covenants or deed restrictions as are intended to cover all or part of the tract.
5. All new on-site sanitation and water supply facilities shall be designed to meet the specifications of the Columbia County Health Department and a note to this effect shall be stated on the plat. The plat must be signed by a licensed Engineer. (either private or town engineer)

REQUIRED FORMS

6. A completed short Environmental Assessment Form (EAF) pursuant to NYS SEQRA requirements.
7. A completed Agricultural Notification Statement.

The information must be submitted to the Planning Board Secretary at least ten (10) days prior to a regularly scheduled meeting.

For Board Use:

This proposed subdivision was officially classified as a minor subdivision by the Planning Board at its meeting held on _____.

TOWN OF STUYVESANT
Agricultural Data Statement

APPLICANT'S NAME: _____

APPLICANT'S ADDRESS: _____

DESCRIPTION OF PROPOSED PROJECT: _____

PROJECT LOCATION: _____

NAME OF FARM OPERATION: _____

ADDRESS OF FARM: _____

LOCATION OF FARM: _____

***Attach a copy of the Tax Map showing the site of the proposed project relative to the location of the farm operation identified above.*

NOTE: This form must be submitted for any project that would occur on property within an agricultural district containing a farm operation or on property with boundaries within five hundred (500') feet of a farming operation located in an agricultural district.

APPLICATION INFORMATION

APPLICANT NAME: _____

APPLICANT ADDRESS: _____

APPLICANT PHONE #: _____

If the Applicant is not the owner of the property in question, what is the relationship to the owner?

Applicant Signature: _____ Date: _____

FOR PLANNING BOARD USE ONLY

Application # _____ Date Received _____

Date Action Taken: _____

Action Taken: _____

Date Action Taken: _____

Action Taken: _____

Date Action Taken: _____

Action Taken: _____

FEES CHARGED:

Date

Amount

FEES PAID:

Date:

Amount

AGRICULTURAL DATA STATEMENT

General Town Law

§283-a-2

Ag Data Statement is required as part of the application for:
Special Permits
Site Plan Reviews
Use or Area Variances
Sub-division approval

§283-a-4

Notice must include:

1. Name & Address of the applicant
2. A description of the proposal and its location
3. Names & addresses of property owners of any land within an Ag District which lands contain farm operations and which are within 500' of the boundary of the property on which the project is proposed.
4. A tax map or other map showing the site of the proposed project relative to the location of the farm operations identified in the Ag Data Statement.

§283-1-3

The Clerk of the Board, upon receipt of the application, shall mail written notice of such application to the owners of land identified in the Ag Data Statement. The cost of such mailing shall be borne by the Applicant.

§283-a-5

Referral must be made to the County Planning Board if the project is within 500' of the boundary of a farm operation located within an Ag District except for applications seeking only area variances.

GUIDELINES
FOR RECORDING A SUBDIVISION MAP IN COLUMBIA COUNTY

*Certain steps and procedures should be followed to avoid delays
and problems when filing a subdivision*

To file a subdivision map you must visit three offices – the County Clerk, the Department of Real Property and the County Treasurer – each located at 15 N. 6th Street, Hudson, NY 12534. When filing the subdivision map, you will be required to provide documentation and pay a filing fee.

1. The County Clerk’s Office should be the first stop with the subdivision map. It is necessary for that office to check the Surveyor’s original signature, make sure the Planning Board’s stamped date has not expired for recording of the same, and to ensure that there are two (2) original maps that are no larger than 34”X44”.
2. The next stop should be to the Real Property Department. When there are any changes made on a map, it is necessary for that Department to check over the map and attach its certification.
3. The County Treasurer is required by the State of New York to certify that all land and school taxes are paid, and that the most current tax receipts be presented as verification to that office. The Treasurer will then attach a certification with the County Treasurer’s seal attesting that the taxes have been paid. Tax receipts must be presented to that office (photo copies will suffice). The maps presented to the Treasurer’s Office must have the County Clerk’s stamp affixed to the back of each map to be recorded, along with the Certification from the Real Property Tax Office.
4. Filing Fees: The person recording the map should be aware that both the County Clerk and Real Property Department requires the payment of fees related to the filing of subdivision maps.
5. For additional information, contact the County Clerk (518) 828-3339; Department of Real Property (518) 828-7334; or the County Treasurer (518) 828-0513.