

TOWN OF CHESTERFIELD SUBDIVISION APPLICATION

Fee: _____

No. _____

THIS FORM IS TO PROVIDE GUIDANCE TO APPLICANTS IN OBTAINING APPROVAL OF A SUBDIVISION. IT SUMMARIZES THE PROCEDURES USED, REQUIREMENTS FOR PLATS TO BE SUBMITTED, AND THE GUIDELINES THE PLANNING BOARD USES TO APPROVE, APPROVE WITH MODIFICATION OR NOT APPROVE A PLAT.

IT SHOULD BE NOTED THAT A SUBDIVISION PLAT MAY BE DISAPPROVED BECAUSE INADEQUATE INFORMATION IS PROVIDED OR BECAUSE REVIEW STANDARDS USED BY THE PLANNING BOARD ARE NOT MET. A FILING (WITH THE COUNTY CLERK) OF A PLAT, WHICH HAS NOT BEEN APPROVED, DOES NOT CONSTITUTE APPROVAL OF THE SUBDIVISION. FURTHER, COMMENCEMENT OF AN UNAPPROVED SUBDIVISION (E.G. BY THE CONSTRUCTION OF IMPROVEMENTS OR SALE OF LOTS) CONSTITUTES A VIOLATION OF THE CHESTERFIELD SUBDIVISION REGULATIONS.

The process for Planning Board review of subdivisions can begin at the owner’s option, by the review of a “sketch plan”. This review is required for either Minor or Major Subdivision, to help illuminate possible concerns the Planning Board may have in the further review of the proposed plat. Specified review periods for review of Minor and Major Subdivisions are defined in the Subdivision Regulations; the Planning Board is not obligated to observe such periods, however, unless the plat submitted is accepted as having the required information.

NAME OF APPLICANT: _____

TAX MAP NO.: _____

ADDRESS: _____

APPLICANT’S SIGNATURE: _____ DATE: _____

ATTACH SKETCH PLAN, PLEASE



TO BE COMPLETED BY PLANNING BOARD REPRESENTATIVE:

COMMENTS ON SKETCH PLAN: _____

IS PROPOSED SUBDIVISION A MINOR _____ OR MAJOR _____ SUBDIVISION?

IS PROPOSED SUBDIVISION A CLASS A _____ OR CLASS B _____ REGIONAL SUBDIVISION?

SIGNATURE OF PLANNING BOARD REPRESENTATIVE

DATE

TOWN OF CHESTERFIELD

MINOR SUBDIVISION APPLICATION

(FOUR LOTS OR LESS, NO NEW ROADS)

FEE: _____

NO. _____

APPLICANT'S NAME: _____ PHONE No.: _____

PROPERTY TAX MAP #: _____

ADDRESS: _____

PROJECT SITE: _____

APPLICANT'S SIGNATURE: _____ DATE: _____

For the purpose of providing for the future growth and development of the Town and affording adequate facilities for the housing, transportation, distribution, comfort, convenience, safety, health and welfare of its population the Town of Chesterfield Planning Board is authorized to approve subdivisions in our community.

Planning Board meetings are held on the 2nd Wednesday of each month at 6:00 p.m. at the Town Office, 1 Vine St., Keeseville, NY 12944 (518) 834-9042.

Review of a subdivision application shall begin with a sketch plan (tax map section). A sketch plan shall show:

- 1) the entire plot of land to be subdivided,
- 2) the tax map number,
- 3) the zoning district(s),
- 4) the approximate size of the proposed lots, and
- 5) the location of any proposed or existing roads, utilities, and existing buildings

An application for a Minor Subdivision shall include:

- _____ a copy of a deed relating to the property, and any proposed easements, covenants or restrictions,
- _____ copy(ies) of any driveway permits(s) required on Town, County or State roads,
- _____ SEQR (State Environmental Quality Review) compliance documents,
- _____ design(s) of all proposed on-site sewage treatment systems, and water supply systems which meet the requirements of the NYS Dept. of Health,
- _____ three copies of a plat (by a NYS licensed surveyor) which contains the following:
 - a) proposed subdivision name, Town of Chesterfield, Essex County, NY,
 - b) name and address of subdivider, and names and addresses of all adjoining property owners,
 - c) north point, map scale, name and address of surveyor, license number and seal,
 - d) boundary lines of the lots to be sold, including corners, bearings and distances,
 - e) location of existing structures, easements, wooded areas, watercourses and/or wetlands.

For Office Use Only:

Received by Planning Board on: _____ Signature: _____

Regional Project Classification: Class A Regional Project _____ APA Jurisdiction
Class B Regional Project _____ Town of Chesterfield Jurisdiction

Comments: _____

Date of Public Hearing: _____ Final Action: _____

Signature: _____ Date: _____

SUBDIVISION REVIEW CHECKLIST

Included below are the natural and public resource aspects to be considered for all subdivisions.
(The Town of Chesterfield Subdivision Regulations contain more specific objectives, guidelines and standards for each aspect.)

Soils: _____

Topography: _____

Surface Waters: _____

- a. water quality
- b. surface drainage
- c. flood plains

Ground Water: _____

Shorelines: _____

Mineral Resources: _____

Air Quality: _____

Noise Levels: _____

Wetlands: _____

Aquatic Communities: _____

Terrestrial Vegetation: _____

- a. general
- b. rare & endangered species
- c. production commercial forest land

Terrestrial Wildlife: _____

- a. general
- b. rare & endangered species

Aesthetics: _____

- a. general
- b. scenic vistas
- c. travel corridors

Open Space: _____

Adjoining and Nearby Land Use: _____

Wild, Scenic and recreational Rivers: _____

Historic Sites: _____

TOWN OF CHESTERFIELD

MAJOR SUBDIVISION APPLICATION

(FIVE LOTS OR MORE, AND NEW ROADS)

FEE: _____

NO. _____

APPLICANT'S NAME: _____ PHONE No.: _____

PROPERTY TAX MAP #: _____

ADDRESS: _____

PROJECT SITE: _____

APPLICANT'S SIGNATURE: _____ DATE: _____

For the purpose of providing for the future growth and development of the Town and affording adequate facilities for the housing, transportation, distribution, comfort, convenience, safety, health and welfare of its population the Town of Chesterfield Planning Board is authorized to approve subdivisions in our community.

Planning Board meetings are held on the 3rd Tuesday of each month at 7:00 p.m. at the Town Office, 1 Vine St., Keeseville, NY 12944 (518) 834-9042.

Review of a subdivision application shall begin with a sketch plan (tax map section). A sketch plan shall show:

- 1) the entire plot of land to be subdivided,
- 2) the tax map number,
- 3) the zoning district(s),
- 4) the approximate size of the proposed lots, and
- 5) the location of any proposed or existing roads, utilities, and existing buildings

An application for a Major Subdivision shall include:

- _____ a copy of a deed relating to the property, and any proposed easements, covenants or restrictions,
- _____ copy(ies) of any driveway permits(s) required on Town, County or State roads,
- _____ SEQR (State Environmental Quality Review) compliance documents,
- _____ design(s) of all proposed on-site sewage treatment systems, and water supply systems which meet the requirements of the NYS Dept. of Health,
- _____ three copies of a plat (by a NYS licensed surveyor) which contains the following:
 - a) proposed subdivision name, Town of Chesterfield, Essex County, NY,
 - b) name and address of subdivider, and names and addresses of all adjoining property owners,
 - c) north point, map scale, name and address of surveyor, license number and seal,
 - d) boundary lines of the lots to be sold, including corners, bearings and distances,
 - e) location of existing structures, easements, wooded areas, watercourses and/or wetlands.

For Office Use Only:

Received by Planning Board on: _____ Signature: _____

Regional Project Classification: Class A Regional Project _____ APA Jurisdiction
Class B Regional Project _____ Town of Chesterfield Jurisdiction

Comments: _____

Date of Public Hearing: _____ Final Action: _____

Signature: _____ Date: _____

