

**Subdivision Plat Checklist**  
**Paper Copies and Digital Submissions Required 14 Days Prior to a Planning Board Meeting**

Date: \_\_\_\_\_ Applicant(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Location of Property: \_\_\_\_\_

Parcel Tax Map Number(s): \_\_\_\_\_

**Subdivision Sketch Plat Checklist**

Check When Submitted	Item to be Included on Submitted Sketch Plat
	The location of that portion which is to be subdivided in relation to the entire tract, and the distance to the nearest existing street intersection.
	The name of the owner and of all adjoining property owners within 500 feet of any perimeter boundary of the subdivision.
	The tax map sheet, block and lot numbers.
	The date, north arrow, map scale, name and address of record owner and subdivider.
	Location of property lines, all existing structures, and physical features such as wooded areas, streams and stream buffers, vernal pools, floodplains and other significant physical features, within the portion to be subdivided and within 200 feet thereof. Contours shall also be indicated at intervals of not more than 10 feet. The contour data, for this submission only, need not be field derived.
	Zoning and Overlay District identification, including boundary lines of district and any proposed changes in the zoning district lines and/or the zoning ordinance text applicable to the area to be subdivided. Identify if the subdivision is within the R/SSPOD or Scenic Overlay (SCOZ).
	Identification of any active agricultural operations existing on or within five hundred (500) feet of the proposed project.
	All the utilities available or proposed, and all streets which are either proposed, mapped or built.
	The number and proposed pattern of lots (including size, lot width and depth), proposed street layout, recreation areas, systems of drainage, sewerage, and water supply (see Section 2-B) planned within the subdivided area.
	All existing restrictions on the use of land including easements, covenants, or zoning district lines.
	All Sheets shall be 30" x 42", 22" x 34", 17" x 22", or 8 1/2" x 14" in size.

**Minor Subdivision Checklist**

Check When Submitted	Item to be Included on Submitted Minor Subdivision Plat
	All information required from Section 1 (Sketch Plan), above.
	Proposed use of each lot (single-family, two-family, multi-family) and all other uses, other than residential, proposed by the subdivider.

Check When Submitted	Item to be Included on Submitted Minor Subdivision Plat
	All newly created lots require an actual field survey of the boundary lines of the tract(s) and all proposed parcels, giving complete description data by bearings and distances, made and certified by a licensed land surveyor at a scale of not more than one inch equals 100 feet.
	Contour lines at two (2) foot intervals tied to a USGS Datum. Contour intervals may be increased to five (5) or ten (10) feet at the discretion of the Board. The Board may also waive the requirement for field topography. In these cases, the applicant will be required to submit at a minimum contour information as interpolated from USGS mapping.
	Completed Town of Ancram Subdivision Application forms available from the Secretary of the Planning Board or the Town Clerk.
	An Environmental Assessment Form (EAF) – Part 1 completed by the applicant. The Planning
	Board shall determine during Sketch Plan Review if a Full or Short EAF is required.
	An Affidavit of Ownership or any document proving legal ownership of the property.
	All existing and proposed property lines, present and proposed zoning and building setback lines, easement and right-of-way lines with dimensions, azimuths or angle data, and curve data.
	Proposed locations of all building envelopes for each lot.
	All contiguous land owned or under option by the Owner shall be shown.
	Soil tests (percolation tests and soil profile analyses) must be performed on each proposed lot. The applicant must submit a copy of the results for all soils analyses for the Board’s review.
	Proposed provision of water supply, fire protection, and location of existing or proposed water wells (with proof of potable water supply) and any site modifications necessary for the installation of the system). As an alternative, the Applicant may provide, if an on-site water supply is to be utilized, a note stating that “On-site water supply as to flow capacity and potability are not guaranteed by the filing of this map. The Planning Board may require copies of all applications for approval of proposed water supply and wastewater disposal facilities.
	Location of proposed driveways. A copy of the applicable permit must be submitted to the Planning Board and the proposed position of the driveway(s) must be noted on the plat.
	An Agricultural Data Statement, if necessary.
	An Agricultural Disclosure Notice, if necessary.
	If the parcel is located within a certified New York State Agricultural District, identification as to whether the parcel to be subdivided contains prime farmland or soils of statewide significance. Information on these soils obtained from the Town of Ancram Agriculture and Farmland Protection Plan shall be deemed suitable for this purpose.
	Location of buffers adjacent to active farmland, if any as per Article V (A)(3) of the Town of Ancram Zoning Law.
	If required by New York State Department of Environmental Conservation, a stormwater pollution prevention plan pursuant to the most current version of the NYS DEC SPDES General Permit for Construction Activities and consistent with Article V (A) (21) of the Town of Ancram Zoning Law.
	Location, dimensions, and area of all parcels of land proposed to be set aside for park or playground use or other public use and the conditions of such dedication, or for the use of property owners in the proposed subdivision.

Check When Submitted	Item to be Included on Submitted Minor Subdivision Plat
	The Planning Board may require additional information to be submitted as it deems necessary to adequately review the application.
	Any Ridgeline/Steep Slope Protection Overlay District (R/SSPOD) standards and mitigation tools voluntarily proposed to be included in the subdivision plan.

**Major Subdivision Checklist**

Check When Submitted	Item to be Included on the Major Subdivision Plat
	All information required from Section 1 (Sketch Plan).
	All information required from Section 2 (Minor Subdivision).
	All R/SSPOD standards and mitigation tools and how the subdivision design meets those standards and mitigation tools.
	The width and location of any streets or public ways or places shown on the Official Map within the area to be subdivided, and the width, location, grades and street profiles of all streets or public ways proposed by the developer.
	The location and size of all proposed water lines, valves, hydrants and sewer lines, and fire alarm boxes. Connection to existing lines or alternate means of water supply or sewage disposal and treatment as provided in the Public Health Law. Profiles of all proposed water and sewer lines.
	Storm drainage plan indicating the approximate location and size of proposed lines and their profiles. Connection to existing lines or alternate means of disposal.
	Plans and cross-sections showing the proposed location and type of sidewalks, street lighting standards, street trees, curbs, water mains, sanitary sewers and storm drains, and the size and type thereof, the character, width and depth of pavements and sub-base, the location of manholes, basins and underground conduits.
	Preliminary designs of any bridges or culverts which may be required.
	Utility easements, with a minimum width equal to fifty (50) feet, will be allowed at the discretion of the Board if site conditions prohibit utilities from being located within public right-of-ways. Utility easements must provide satisfactory access to a public highway or public lands as shown on the Subdivision Plat or Official Map.
	Plan/Profile for each street with a horizontal scale of fifty (50) feet to the inch and vertical scale of five (5) feet to the inch showing all the information required for the Final Submission of a plan/profile except that approximate stationing may be shown. In addition, profiles of present surface shall be shown on centerline and both right-of-way lines of all streets and on centerline of all easements.
	Street names
	Draft of Protective Covenants
	Completed Part 1 of the Full Environmental Assessment Form
	Draft of Home Owners Association legislation, if proposed.
	All information and design requirements pursuant to Local Law #1 of 2003 (Scenic Corridor Overlay), if in the Scenic Overlay District.
	The Planning Board may also require additional studies including, but not limited to a traffic impact analysis, well water capacity analysis, hydrogeological sensitivity analysis, and visual impact analysis.
	All information required pursuant to Article V (C) of the Town Zoning Law (Open Space Conservation Subdivision) shall be provided for.