

Town of Colchester Planning Board
P.O. Box 321 Downsville, NY 13755
607.363.2752 bseegmil@hunter.cuny.edu

APPLICANT CHECKLIST MINOR SUBDIVISION

For Public Hearing and Final Approval

1. All landowners not present at the Planning Board meeting at which the formal application is presented must designate, through a notarized statement of authorization, an agent to represent them at the meeting.
2. Application (2 copies) signed by all landowners. Signatures must be notarized for all landowners not present at the meeting.
3. Survey (3 copies, 1 mylar) containing information from Subdivision Regulations, Sec 401 – See attached.
4. Existing approved septic system or proof of a percolation test.
5. Deed
6. Short Environmental Assessment Form (SEQR) – Part 1 completed by applicant.
7. Proof of mail notification of contiguous landowners by certified mail, return receipt requested.
8. Fee – See attached