

Town of Colchester Planning Board
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APPLICANT'S GUIDE TO SUBDIVISION REVIEW

COMMON QUESTIONS

The Planning Board of the Town of Colchester has been authorized to review the subdivision of land. The following guide should help the applicant understand the process and procedure for subdivision.

When must I apply for a Subdivision Review?

Whenever you intend to split a parcel of your land into two or more parcels, you must receive approval from the Town Planning Board for a subdivision.

If you wish to subdivide land into two, three or four parcels, you will need to apply for a Minor Subdivision Review. If you wish to subdivide into five or more parcels, you will need to apply for a Major Subdivision Review. Note that previous subdivisions of this parcel since 1991 count toward this total. For further information and the exact requirements, refer to the Town's "Subdivision Regulations" and this packet.

What are the basic requirements for Lots (Parcels)?

You must have an approved access site even if a driveway does not exist, as well as a potential building site. The location of the building site may be determined by the slope of the lot. Sewage disposal requirements are attached. The minimum size for a lot is determined by the distances required between water source, sewage disposal, buildings and rights-of-way.

When does the Planning Board meet?

The Town of Colchester Planning Board meets at 7pm on the third Thursday of each month at Town Hall, 72 Tannery Road, Downsville, NY. To be placed on the Agenda you must contact Bonnie Seegmiller, Chair, at least ten days before the meeting. Please note that a meeting may be cancelled if there are no Agenda items or due to inclement weather.

How long will this process take?

In many cases, the process can be completed within two or three months depending on the type and extent of the project you are proposing. However, it may take longer. Your attention to obtaining required information and getting it to the Planning Board in a timely manner helps speed the process.

Will I need a survey of the property?

Yes. You will need a survey although not at the Initial Conference. In very limited circumstances, you may not need a survey of the complete area. Any request for this waiver of a survey must be made to the Planning Board in writing.

Can I receive a waiver of the State Environmental Quality Review (SEQR) and Public Hearings?

No. The Planning Board MUST follow all the procedural requirements and cannot waive SEQR or Public Hearings for Major or Minor Subdivisions.

STEPS TO FOLLOW FOR MINOR SUBDIVISION REVIEW

I. The Initial Conference

Although not required, it is strongly recommended that you contact the Planning Board to conduct a very general review of your proposal at the earliest time. Bring a sketch of your plan on your tax map (or survey if you have one). Contact the Chair at least 10 days before the meeting to be placed on the Agenda.

The Planning Board will informally review your proposal and may classify it as a Minor or Major Subdivision. If the Planning Board has some recommendations or reservations at this stage, your plans can be modified before the cost of a survey is incurred, saving you money. In addition, requests for waivers of certain types of requirements can be made in writing.

II. Get the Application

Obtain the appropriate formal application for your Subdivision Review from the Planning Board Chair or Clerk. Complete the application and include your signature.

III. Present Your Application at a Planning Board Meeting

- A.** To be placed on the Agenda, contact the Chair and submit the application and supporting materials at least ten days before the meeting.
- B.** All landowners not present at the meeting must designate, through a notarized statement of authorization, an agent to represent them at the meeting.
- C.** All landowners must sign the application. Signatures of any landowner not present at this meeting must be notarized.
- D.** Your application must contain:
 - 1. Application form (2 copies) – signed by all owners
 - 2. Deed
 - 3. Survey (“Plat”) (3 paper copies, 1 mylar) containing information specified in “Subdivision Regulations Section 401” (Attached)
 - 4. Proof of a percolation test or an existing approved septic system for all lots. Contact Town Building Inspector (607-363-7918) or a licensed engineer, if you need to have this done.
 - 5. Short Environmental Assessment Form – Part 1, completed and signed by the applicant
- E.** The Planning Board will look at your application and inform you of any additional requirements. If you have not had an Initial Conference, the Planning Board will classify your subdivision as Minor or Major at this time. You may also request waivers (in writing) of certain types of requirements at this time.

IV. Scheduling the Public Hearing

At the time of the application meeting described in III, or within 62 days of the Plat acceptance, the Planning Board must schedule and hold a Public Hearing. This meeting is usually scheduled for the month following acceptance.

Information specified in Section 401 of the Subdivision Regulations must appear on the final survey which must be completed before the Public Hearing.

At least 4 days before the Public Hearing you must notify by certified mail return receipt requested all property owners with land adjacent to the proposed subdivision of the Public Hearing.

V. **The Public Hearing**

- a. You must present your application, 3 paper copies of the survey map and proof of existing septic(s) or percolation test(s) and other documents specified in III.D.at the Public Hearing. A Mylar copy of the survey map is needed for signing for final approval. (The Mylar may be furnished for signing after the Public Hearing.) Proof that all adjacent property owners have been notified must be submitted to the Planning Board. The Planning Board must receive the Final Survey (Plat) along with the additional materials at least 10 days before the Public Hearing.
- b. Our fee is due payable to the “Town of Colchester” before you receive the signed maps.
- c. Within 62 days of the Public Hearing, the Planning Board will approve, disapprove or conditionally approve your Final Plat as presented. Frequently, this action takes place immediately following the Public Hearing at the regular Planning Board meeting.

If approved your next step is County filing. If conditionally approved, the Planning Board will appoint an officer empowered to sign the plat upon completion of conditions. The next step is County Filing.

VI. **County Filing**

If your Final Plat is approved, submit the signed mylar map to the Delaware County Clerk’s Office and Real Property Tax Service Office within 62 days. If you fail to file between day 62 and 1 year after approval, you must resubmit all original documents to the Planning Board. A fee of ½ of the original amount paid will be due. If more than 1 year has lapsed since the approval date, a new application, new fee and all new required documents will need to be submitted to the Planning Board for review as a new request. Please contact the Planning Board Chair or Clerk to be placed on the Agenda.