

SUMMARY OF MINOR SUBDIVISION PROCESS

To be placed on the Agenda, Applicant must notify Chair of Planning Board and submit materials at least 10 days prior to regularly scheduled meeting on the 3rd Thursday of every month. A notarized statement of authorization must be provided from ALL landowners not present.

STEP #1 - Initial Conference (Recommended but optional)

- Informal discussion with Planning Board about what the applicant wants to do
- Provide a sketch on tax map or a survey (if available)
- Planning Board will tentatively classify and give applicant application



STEP #2 Submit Application to Planning Board

- Application(2 copies)
- Survey (Plat) (3 copies, 1 Mylar)
- Short Environmental Assessment form
- Agricultural Data Statement (if applicable)
- Deed
- Fee



County Planning Board Referral if Applicable



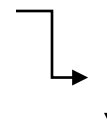
STEP #3 Public Hearing

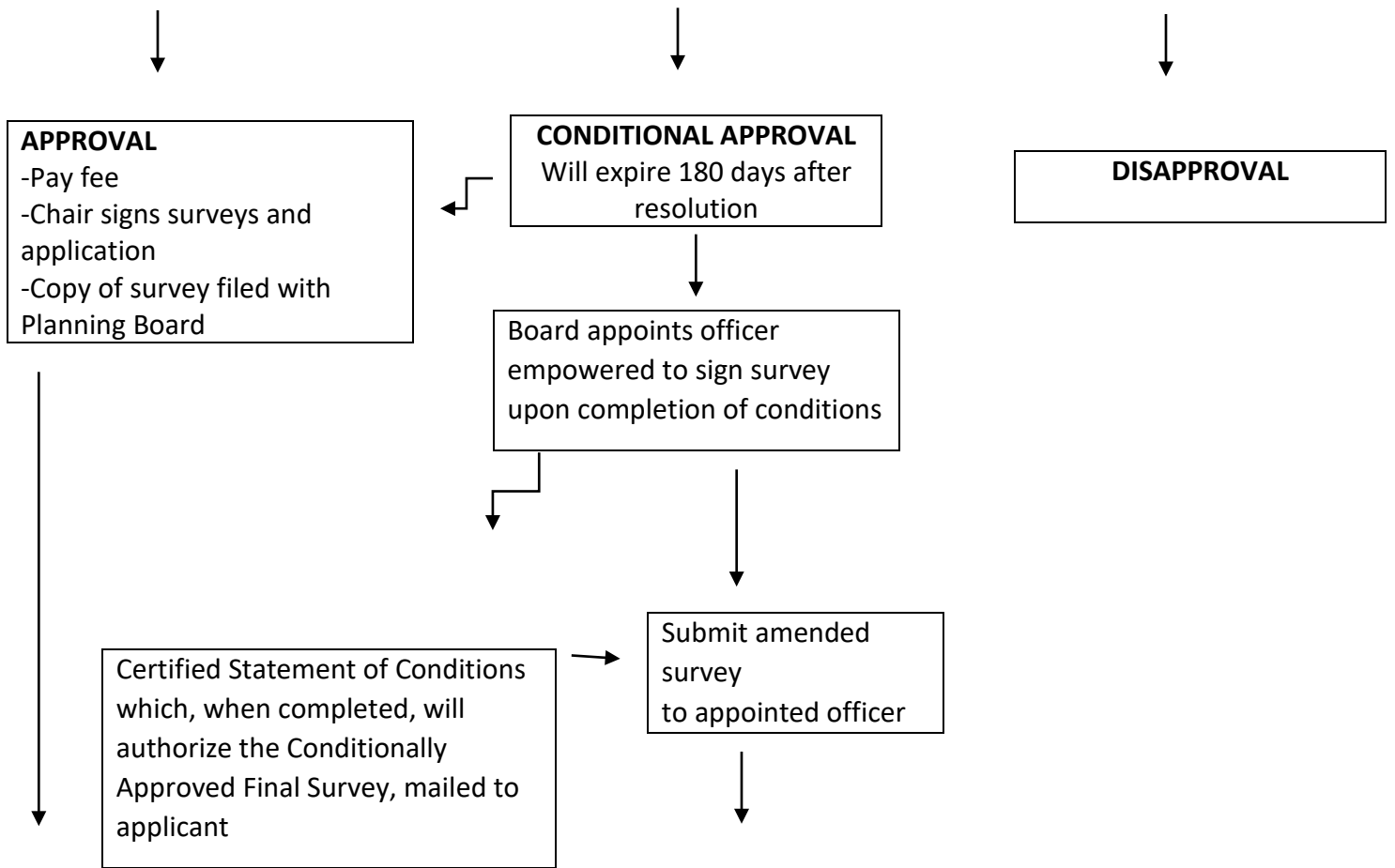
- Must be scheduled within 62 days of official application submission date
- Must be advertised in newspaper at least 10 days before Public Hearing
- Applicant must mail notice (by certified mail, return receipt requested) to adjacent property owners at least 5 days before Public Hearing and submit receipts to Planning Board at this meeting



STEP #4 Action

- Planning Board takes action within 62 days of Public Hearing and notifies applicant within 5 days
- This sometimes occurs on the same night as the Public Hearing





STEP #5 COUNTY FILING

-Applicant must file the signed Final Plat with the Delaware County Real Property Tax Office at 111 Main St., Delhi, NY 13753; 607-832-5130 and in the Office of the Clerk of Delaware County at P.O. Box 426, Delhi, NY 13753; 607-823-5700

-Must file within 62 days after date of approval by Planning Board or the appointed Officer

-Amended survey signed if conditions have been met

-Pay fee

-Copy of amended survey filed with Planning Board