

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

MINOR SUBDIVISION PROCESS

IMPORTANT NOTICES

The Town of Colchester Planning Board is scheduled to meet on the third Thursday of each month at 7 pm in Town Hall.

1. Applicant must be placed on the Agenda, and submit materials to Bonnie Seegmiller, Chair, at least 10 days before the Planning Board meeting at which you want to appear. A meeting may be canceled if there are no agenda items or due to inclement weather.
2. All land owners not present at the Planning Board meeting at which the application is formally presented must designate, through a notarized statement of authorization, an agent to represent them at the meeting.
3. All land owners must sign the application. Any land owner not in attendance at the Planning Board meeting at which the application is presented must have their signature on the application notarized.

CONTENTS OF THIS APPLICATION PACKET

1. Important Notices
2. Flowchart
3. Application Checklist
4. Applicant's Guide to Subdivision Review
5. Application for Subdivision Review
6. Short Environmental Assessment Form (SEQR)
7. Sec 401 Subdivision Regulations – Checklist of Information Required on Survey
8. Subdivision Requirements: Lots, Sewage Disposal, Soil
9. Diverted Storm water
10. Sample Letter-Notification to Adjacent Landowners Regarding a Major/Minor Subdivision
11. Fees
12. Subdivision Regulations