
APPLICATION FOR SUBDIVISION

Village of Chaumont
12178 NYS Route 12E
PO Box 297
Chaumont, NY 13622
(315) 649- 2900

File No. _____
Applicant Name: _____
Applicant Address: _____

Date Received: _____
Date of Final Decision: _____
Final Decision: _____

Planning Board meetings are held on the second Tuesday of the month at 6:00 p.m. :

Instructions

The following Subdivision Application must be completed and filed with fees paid, with the Village Clerk at least ten (10) working days prior to the next scheduled Planning Board meeting. The fees below are based on the type of subdivision (Fee Schedule adopted by the Village of Chaumont Board of Trustees).

Minor Subdivision:

Creation of 1 new lot: \$100 plus administrative and professional fees* Creation of up to 4 new lots: \$300 plus administrative and professional fees*

Major Subdivision:

\$300 per lot plus administrative and professional fees*

* If needed. These fees would include, but not limited to, legal and engineering services.

Flat fee for holding a special meeting: \$50

Check Here For Type of Application

- Lot Line Adjustment
- Minor Subdivision
- Minor Subdivision

DEFINITIONS:

SUBDIVISION:

The division of any parcel of land, regardless of use, into two or more lots, plots, blocks, sites or parcels, with or without the creation of new streets, for the purpose, whether immediate or future, of transfer of ownership or building development, including re-subdivision as defined herein.

LOT LINE ADJUSTMENT:

The shifting of a lot line between contiguous lots of land. Lot line adjustments shall not create non-conforming lots.

MINOR SUBDIVISION:

A subdivision containing less than five (5) lots, fronting on an existing public street.

MAJOR SUBDIVISION:

A subdivision containing five (5) or more lots, or any subdivision requiring a new street.

FOR ALL SUBDIVISIONS:

Please submit six (6) copies of the following:

- Application for Subdivision (this document).
- Short or Long Environmental Assessment Form** pursuant to the N.Y. State Environmental Quality Review Act (SEQRA). Part 1 of the form is attached.
- (If Applicable)* **Agricultural Data Statement and Control Form** if the property is located on a farm or within 500 feet of a farm in an agricultural area. This form is attached.
- (If Applicable)* A statement of the nature and extent of the interest in the application of any state or village employee pursuant to General Municipal Law Section 809. This form is attached.

Failure to provide completed applications may cause delays in the application process.

A public hearing will be scheduled at a subsequent Planning Board meeting. At that time applicant(s) will be informed of any other information requested by the Planning Board.

The Planning Board will hold the public hearing. At that time the Planning Board may approve, approve with conditions and/or modifications, or deny the application. (If denied, the applicant may make alterations and re-apply. New application fees apply.)

It is the applicant(s) responsibility to file the final plat with the Jefferson County Clerk along with the completed and signed Application for Subdivision **within ninety (90) days of final approval. Failure to do so may result in nullification of the final approval.**

Part I. Applicant Information

1..Applicant or Agent

Name : _____

Street Address: _____

City, State, Zip: _____

Telephone No. _____

2. Property Owner Name (if different from applicant) _____
Street Address _____
City, State, Zip _____
Telephone No. _____

3. Licensed Engineer/Architect Designing Subdivision _____
Street Address _____
City, State, Zip _____
Telephone No. _____ License No. _____

3. Licensed Surveyor _____
Street Address _____
City, State, Zip _____
Telephone No. _____ License No. _____

Part II. MINOR/MAJOR Subdivision Information

1. Subdivision Title:

2. Location of Site of Proposed Subdivision:
Address:

Tax Map Number:

Total Acreage:

Adjoining Landowners:

3. Provide a brief description of the existing use of property:

4. Provide a brief description of the proposed project /activity:

5. Type of Project (circle one) Residential Commercial Industry

MAJOR SUBDIVISIONS ONLY

6. Total Length of New Roads (if any are being created): _____

7. Responsibility of Roads: Public or Private

8. Other Improvements: _____

Part III. Site Plans

Attach all drawings, covenants, deed restrictions, surveys, construction drawings, and any other supplemental data pertaining to this Subdivision Application as outlined in the Chaumont Subdivision Law to this application for submission to the Planning Board. The requirements for each type of subdivision are attached.

Part IV. Signatures

The information provided in this Subdivision Application and on the attached site plan is true and accurate to the best of my knowledge. I acknowledge that the Planning Board will not review my plan unless all information requested has been submitted and no work will be initiated until all required submissions have been approved and/or approved with conditions.

Signature of Owner

Date *Authorization to Act as Agent For:*

In the event that the Owner of the property desires to have another individual act as his/her authorized representative in support of this Subdivision Application the following statement must be completed and signed:

I, _____, owner of the premises located
(Name of Owner)

at _____ With the Tax Map No. _____
(Location)

hereby designate _____ as my agent regarding an
(Agent)

application for Subdivision.

Signature of Owner

Date

PLANNING BOARD ONLY

Part V. Decision of the Planning Board

Granted

Conditions: _____

Denied

Conditions: _____

Signature of Chairperson
Planning Board

Date

Record of Vote		Date: _____	
	Member Name	Aye	Nay
Chair	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____

Planning Board & Village Office Checklist

Application Number: _____
Date Received: _____
Number of New Lots: _____
(including original(s)) Amount _____
Paid: Date Paid: _____

Classification: Minor: _____ Major: _____
Preliminary: _____ Preliminary: _____
Final: _____ Final: _____

Referred to: _____

Recommendation of Reviewing Agency: _____

Action Taken: _____

Reason: _____

Sketch Plan Review Completed: _____

Sketch Plan Approval: _____

Preliminary Plat Submitted: _____

Preliminary Plat Public Hearing Scheduled: _____

Preliminary Plat Public Hearing Completed: _____

Preliminary Plat:

Approved as Filed: _____

Approved with Conditions: _____

Conditions are: _____

Final Plat Submitted: _____

Final Plat Public Hearing Scheduled: _____

Final Plat Public Hearing Completed: _____

Final Plat:

Approved _____

Approved with Conditions: _____

Conditions are: _____

Disapproved: _____ Reasons: _____

Documents

Perc Tests: _____

Survey: _____

Roads: _____

SEQR: _____ Coordinated Review: _____ (if applicable)

Fees: _____