

**TOWN OF WATERTOWN  
APPLICATION FOR A MINOR SUBDIVISION**

For Planning Board Use Only:

Tax Map Parcel No.: \_\_\_\_\_

Application Number: \_\_\_\_\_ Received by: \_\_\_\_\_

Minor Subdivision Application Fee \$ \_\_\_\_\_ Date: \_\_\_\_\_

**INSTRUCTIONS TO APPLICANT:**

Complete all parts of this application form. No public hearing will be scheduled until all questions have been answered or satisfactorily explained in writing. The Planning Board stands ready to help you but you must furnish the information required by law before the Planning Board can take action on your application.

**Subdivision Name and Location:** \_\_\_\_\_

**Applicant: \_\_\_\_\_ Owner of land to be subdivided: \_\_\_\_\_**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Phone No.: \_\_\_\_\_

**Licensed Surveyor:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

License #: \_\_\_\_\_

**Total acreage of site:** \_\_\_\_\_

**Number of building lots:** \_\_\_\_\_

**Current Zoning District Classification:** \_\_\_\_\_

**Will development be staged?** \_\_\_\_\_

Zoning Law Requirements	Required	Shown on Plan
a. Minimum lot size:	_____	_____
b. Minimum lot frontage:	_____	_____

**State and Federal Permits Needed:** \_\_\_\_\_

**Subdivision Plat Must Show:**

	YES	NO
a. The subdivision name, scale, North arrow, date, title block, and tax parcel number.....	<input type="checkbox"/>	<input type="checkbox"/>
b. The subdivision boundaries.....	<input type="checkbox"/>	<input type="checkbox"/>
c. All contiguous properties with names of owners (including properties across any public road).....	<input type="checkbox"/>	<input type="checkbox"/>
d. Existing and proposed roads, utilities and structures.....	<input type="checkbox"/>	<input type="checkbox"/>
e. Watercourses, marshes, wooded areas, public facilities and other significant physical features on or near the site.....	<input type="checkbox"/>	<input type="checkbox"/>
f. Proposed pattern of lots, including lot widths and depths, road layout, open space, drainage, water supply and sewage disposal facilities.....	<input type="checkbox"/>	<input type="checkbox"/>
g. Land contours at intervals of ten feet or other suitable indicators of slope, if deemed necessary by the planning board...	<input type="checkbox"/>	<input type="checkbox"/>
h. The seal of the licensed land surveyor who prepared the plat, over signed in red ink.....	<input type="checkbox"/>	<input type="checkbox"/>
i. Written description for each lot of subdivision.....	<input type="checkbox"/>	<input type="checkbox"/>
j. Completed Environmental Assessment Form (EAF).....	<input type="checkbox"/>	<input type="checkbox"/>

**Other questions:**

a. Are three copies of the plat included, one of which is a mylar copy acceptable for filing with the county clerk? .....	<input type="checkbox"/>	<input type="checkbox"/>
b. Is a copy of the tax map(s) showing the subdivision site attached? .....	<input type="checkbox"/>	<input type="checkbox"/>
c. Does the plat map show existing restrictions on the use of land, including easements and covenants and are copies of such included with this application? .....	<input type="checkbox"/>	<input type="checkbox"/>
d. Does the plat map show total acreage of the subdivision and number of lots proposed? .....	<input type="checkbox"/>	<input type="checkbox"/>
e. Does the plat map show all existing buildings with setbacks from proposed lot lines? .....	<input type="checkbox"/>	<input type="checkbox"/>
f. Are all real property taxes pertaining to the property paid in full? .....	<input type="checkbox"/>	<input type="checkbox"/>
g. Are percolation test results (performed in accordance with NYS DOH standards) shown on the map for each lot and is documentation included showing that the tests were conducted by a professional engineer, architect, surveyor, code enforcement officer or other professional? .....	<input type="checkbox"/>	<input type="checkbox"/>
h. Are the corners of the tract marked by monuments of such size and type as to be in accordance with the accepted standards of the surveying profession? .....	<input type="checkbox"/>	<input type="checkbox"/>
i. Is there evidence of potable water with sufficient quantity available for all proposed building lots? .....	<input type="checkbox"/>	<input type="checkbox"/>

## NOTE TO APPLICANT:

Before you submit this application for approval of a minor subdivision, **MAKE SURE** that all applicable requirements of the Town of Watertown Subdivision Law have been met. No public hearing will be scheduled until all required documents have been furnished in form satisfactory to the Town of Watertown Planning Board or a written explanation has been given to irrelevant items omitted.

The undersigned hereby requests approval by the Town of Watertown Planning Board of the identified application for final approval of a minor subdivision. I hereby certify that I have completed the application to the best of my ability and have complied with all applicable regulations of the Town of Watertown Subdivision Law. I certify that the application information is complete and I believe all information given to be true.

\_\_\_\_\_  
**Signature of Applicant**

**Date:** \_\_\_\_\_

Sworn to before me this \_\_\_\_\_  
 day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
*Notary Public*

\_\_\_\_\_  
**Signature of Landowner**

(If Applicant is not Landowner)

**Date:** \_\_\_\_\_

Sworn to before me this \_\_\_\_\_  
 day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
*Notary Public*

## FOR PLANNING BOARD USE ONLY

- |  | Date  |
|--|-------|
| 1. Sketch Plan submitted to Planning Board (optional).....   | _____ |
| 2. Sketch Plan Conference held (optional).....   | _____ |
| 3. Environmental assessment form completed by applicant.....   | _____ |
| <b>4. Determination by the Planning Board that the Application for a Minor Subdivision Final Plat is complete and all required information supplied to the Planning Board.....</b> | _____ |
| 5. Referred to Zoning Board of Appeals for area variance (if applicable).....  | _____ |
| 6. Resolution to hold public hearing made by the Planning Board.....   | _____ |
| 7. Notice of public hearing published in the official newspaper of the town.....   | _____ |
| 8. Notice of public hearing mailed to adjoining property owners by applicant.....  | _____ |
| 9. Public hearing held.....  | _____ |
| 10. SEQOR determination made by Planning Board.....  | _____ |
| 11. Decision made on <b>Application for a Minor Subdivision</b>  |       |

\_\_\_\_\_ **Approved**

\_\_\_\_\_ **Disapproved**

\_\_\_\_\_ **Conditionally Approved. Conditions of Approval:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Signature of Planning Board Chair

\_\_\_\_\_  
 Date

- |  |       |
|--|-------|
| 12. Notice of decision mailed to applicant.....  | _____ |
| 13. If conditionally approved, date conditions were satisfied and final plat approval was granted..... | _____ |
| 14. Plat map filed with County Clerk.....  | _____ |