

Town of Marlborough Planning Board

Application

For Office Use Only:

Signature

DATE SKETCH PLAN APPROVED:	_____	_____
DATE PRELIMINARY PLAN APPROVED:	_____	_____
DATE OF SITE REVIEW:	_____	_____
DATE OF PUBLIC HEARING:	_____	_____
DATE OF CONDITIONAL FINAL:	_____	_____
DATE APPROVED BY U.C. HEALTH DEPT:	_____	_____
DATE APPROVED BY HIGHWAY DEPT:	_____	_____
DATE APPROVED BY TOWN ENGINEER:	_____	_____
DATE OF FINAL APPROVAL:	_____	_____

TOWN OF MARLBOROUGH PLANNING BOARD

Jay A. & Brenda Coppola

Applicant's Name

CHECKLIST FOR MAJOR/MINOR SUBDIVISION, SITE PLAN and/or LOT LINE REVISION

I. The following items shall be submitted for a COMPLETED Planning Board Application Form.

1. _____ Completed Application
2. _____ Environmental Assessment Form (*May be obtained from Planning Board*)
3. _____ Letter of Agent Statement
4. _____ Application Fee (*Separate check from escrow fee*)
5. _____ Escrow Fee (*Separate check from application fee*)
6. _____ Copy of deed
7. _____ Completed checklist (*Automatic rejection of application without checklist*)
8. _____ Agricultural Data Statement (*if applicable*)
9. _____ Provide twelve (12) copies of all maps, plans, reports and a PDF computer file on CD of all documentation submitted. Plan sets must be correlated packages.

II. The following checklist items shall be incorporated on the Subdivision Plat, Site Plan, or Lot Line Revision prior to consideration of being placed on the Planning Board Agenda. Non-Submittal of the checklist will result in application rejection.

1. _____ Name and address of applicant
2. _____ Name and address of owner (*if different*)
3. _____ Subdivision name and location
4. _____ Tax Map Date (*Section-Block-Lot*)
5. _____ Location map at a scale of 1" = 2,000
6. _____ Zoning table showing what is required in the particular zone and what applicant is proposing.
7. _____ Show zoning boundary if any portion of proposed subdivision or site is within or adjacent to a different zone

8. x_____ Date of plat preparation and/or plat revisions
9. x_____ Scale the plat is drawn to (Max 1" = 100')
10. x_____ North Arrow
11. x_____ Surveyor's Certification
12. at final Surveyor's seal and signature
13. x_____ Name, SBL and acreage of adjoining owners
14. n/a NYSDEC Wetland and 100 foot buffer zone with an appropriate certification block regarding DEC requirements.
15. n/a Flood plain boundaries
16. n/a Federal Wetland Boundary
17. x_____ Metes and bounds of all lots
18. n/a Name and width of adjacent streets, include dedication parcels. The road boundary is to be a minimum of 25 feet from the centerline of the paved street.
19. none Show existing or proposed easements (*note restrictions*)
20. none Right of way width and Rights of Access and utility placement.
21. n/a Road profile and typical section including existing proposed grades, vertical curve data, utilities, drainage and other improvements.
22. x_____ Lot area acreage. For lots under 2 acres, list in square feet & acres.
23. x_____ Number of lots including residual lot.
24. x_____ Show any existing waterways, wetlands, ponds, lakes, streams, drainage courses within 20 feet of parcel boundaries.
25. n/a A note stating a road maintenance agreement is to be filed in the County Clerk's Office for private roads.
26. x_____ Applicable note pertaining to owners review and concurrence.
27. x_____ Show any public improvements, i.e. drainage systems, water lines, sewer lines, etc.
28. x_____ Show all existing houses, accessory structures, wells and septic systems on and within 20 feet of the parcel to be subdivided.