

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

Rod M. Gallagher and Jack G. Gallagher

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 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. tbd Metes and bounds of all lots
18. x 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. n/a Show existing or proposed easements (*note restrictions*)
20. n/a 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.