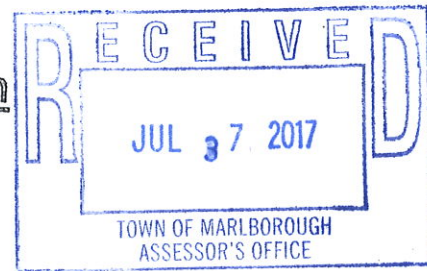


LAUREN BAGLIO
BED & BREAKFAST
"HV TREEHOUSE"

(Rev. 09/17/12 kmn)

Town of Marlborough Planning Board

Application



**ALL APPLICATIONS MUST BE SUBMITTED TO THE BUILDING
DEPT. FOR APPROVAL BEFORE BEING SENT TO THE
PLANNING BOARD**

For Office Use Only:

		<u>Signature</u>
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

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 Data (*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. _____ Date of plat preparation and/or plat revisions
 9. _____ Scale the plat is drawn to (Max 1" = 100')
 10. _____ North Arrow
 11. _____ Surveyor's Certification
 12. _____ Surveyor's seal and signature
 13. _____ Name, SBL and acreage of adjoining owners
 14. _____ NYSDEC Wetland and 100 foot buffer zone with an appropriate certification block regarding DEC requirements.
 15. _____ Flood plain boundaries
 16. _____ Federal Wetland Boundary
 17. _____ Metes and bounds of all lots
 18. _____ 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. _____ Show existing or proposed easements (*note restrictions*)
 20. _____ Right of way width and Rights of Access and utility placement.
 21. _____ Road profile and typical section including existing proposed grades, vertical curve data, utilities, drainage and other improvements.
 22. _____ Lot area acreage. For lots under 2 acres, list in square feet & acres.
 23. _____ Number of lots including residual lot.
 24. _____ Show any existing waterways, wetlands, ponds, lakes, streams, drainage courses within 200 feet of parcel boundaries.
 25. _____ A note stating a road maintenance agreement is to be filed in the County Clerk's Office for private roads.
 26. _____ Applicable note pertaining to owners review and concurrence.
 27. _____ Show any public improvements, i.e. drainage systems, water lines, sewer lines, etc.
 28. _____ Show all existing houses, accessory structures, wells and septic