TOWN OF CORINTH
600 PALMER AVENUE
CORINTH, NEW YORK 12822
PHONE: (518) 654-9232
FAX: (518) 654-7751

SUBMISSION REQUIREMENTS FOR MINOR SUBDIVISIONS

*****Application deadline is NOON, 10 business days PRIOR to the meeting date. *****

Planning Board meetings are held at 6:00PM on the third Thursday of the month at the Corinth Town Hall, 600 Palmer Ave.

*****PDF file(s) of All submission materials (send files to: boardclerk@townofcorinthny.gov **)**

The preliminary submission requirements for a minor subdivision, defined as having **three (3) lots or less** (§ 112-1B), shall include the following (see § 112-10A):

☐ 1. **Eight (8)** copies of completed Town of Corinth subdivision application.

☐ 2. **Eight (8)** copies of completed environmental assessment forms as required by the State Environmental Quality Review Act (SEQRA) under Article 8 of the Environmental Conservation Law and its implementing regulations.

☐ 3. **Eight (8)** paper copies of a preliminary plat to a scale not smaller than fifty (50) feet to the inch, drawn accurately to scale. All sheets shall be thirty by forty-two (30 x 42) inches, twenty-four by thirty-six (24 x 36) inches, seventeen by twenty-two (17 x 22) inches or eight and one-half by fourteen (8 1/2 x 14) inches in size. When more than one sheet is required, all shall be the same size, and an index sheet of the same size shall be provided showing the entire subdivision to an appropriate scale.

Required components include: (some Technical Requirements may be waived by the Planning Board)

- ☐ Highways or other major public or private improvements planned for future construction on or near the proposed subdivision, including those shown on the official map or master plan.
- ☐ Contiguous land owned or under option by the owner shall be shown with a street and lot plan for its development.
- ☐ Water elevations and subsurface information, including groundwater elevation: (At Planning Board's Discretion)
- ☐ Existing and proposed property lines, present zoning and building setback lines, easement and right-of-way lines, with dimensions, azimuths or angle data and curve data.
- ☐ Monuments, iron pipes and bench marks (existing and proposed).
- ☐ Names of the owners of all adjacent property.
- ☐ Property reserved by the owner or dedicated to the public use.
- ☐ North arrow.
- ☐ Standard title block with the current revision date.

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- ☐ Key map.
- ☐ Proposed use of each lot.
- ☐ Watercourses, marshes, rock outcrops and other important land features.
- ☐ Proposed Sanitary sewer/septic systems, gas lines and water lines/wells with all appurtenances (labeled to show size and material of each). (At Planning Board's Discretion)
- ☐ Storm drainage plan meeting acceptable engineering standards for all drainage elements for the drainage of the subdivision. (At Planning Board's Discretion)
- ☐ If an on-site water supply is to be utilized, a note stating: *All lot sales shall be continegent upon a contract addendum for the location of water, flow capacity and potability, inaccordance with the New York State Department Health standards*.
- ☐ Any existing structures, wells and septic systems on the lands to be subdivided and on adjacent parcels (if applicable).
- ☐ Regulated wetlands, classified streams, and the boundary and elevation of one-hundred-year floodplains.
- ☐ A unique number assigned to each lot known as "the realty subdivision lot number". This number must be shown on each lot on the surveyors' portion of the subdivision plan.
  The realty subdivision lot number must be the most visibly prominent number shown within the lot.
- ☐ Plans are consecutively numbered, beginning with the cover sheet and including all sheets regardless of surveying/engineering plans. If filing a "revised" map, reference the previously filed map as well.
- ☐ Signature and seal of a professional engineer and/or a land surveyor, both registered in New York State, or a qualified land surveyor under § 7208, Subdivision n, of the State Education Law.

☐ 4. Additional information requested by the Planning Board as part of the preliminary and/or final submission (if applicable).

☐ 5. All forms and preliminary plats and fees submitted to the Planning Department a minimum of **ten (10) days** prior to the Planning Board's meeting date. Fees for minor subdivisions are $100 for the first lot plus $50 for each additional lot.

Signature _____ _____
Property Owner or Owner's Agent Date

Signature _____ _____
Property Owner or Owner's Agent Date

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PRELIMINARY AND FINAL APPLICATION FOR A MINOR SUBDIVISION

FOR INTERNAL USE ONLY

APPLICANT: _____
_____
_____
_____

APPLICATION #: _____
LAND USE DISTRICT: _____
DATE SUBMITTED: _____
DATE ACCEPTED: _____
HEARING DATE: _____

SUBDIVISION TITLE: _____ TAX MAP #: _____

LOCATION: _____ PROPOSED # OF LOTS: _____

WATER PROVISIONS: _____ LINEAR FEET OF NEW ROAD: _____

_____ TOTAL SUBDIVIDED AREA: _____

SANITARY SEWER PROVISIONS: _____

_____

NARRATIVE DESCRIPTION: _____

_____

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PROFESSIONAL INFORMATION:

1. **Property Owner(s):** _____
   Street Address: _____
   City, State, Zip: _____
   Telephone #: _____

2. **Agent:** _____
   Street Address: _____
   City, State, Zip: _____
   Telephone #: _____

3. **Applicant/Subdivider:** _____
   Street Address: _____
   City, State, Zip: _____
   Telephone #: _____

4. **Surveyor:** _____
   Street Address: _____
   City, State, Zip: _____
   Telephone #: _____

5. **Engineer:** _____
   Street Address: _____
   City, State, Zip: _____
   Telephone #: _____

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MINOR SUBDIVISION SUBMISSION CHECKLIST

REQUIRED APPROVALS	YES	NO	DATE RECEIVED
Federal			
NYS Department of Health			
NYS Department of Environment Conservation			
NYS Department of Transportation			
Saratoga County Department of Public Works			
Town Highway Department			
Other			
APA Referral			
Type 1 or Class A			
Type 2 or Class B			
SEQR Review (EAF) Attached			

SUBDIVISION FEES SUBMITTED	YES	NO	AMOUNT
Preliminary			
Final			
Construction Inspection			
Parkland			

Signature _____ _____ _____
Applicant Title Date