

Town of Marlborough Planning Board

Application

17-1009

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

John & Theresa Shillieto

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. X Completed Application
 2. X Environmental Assessment Form (*May be obtained from Planning Board*)
 3. X Letter of Agent Statement
 4. X Application Fee (*Separate check from escrow fee*)
 5. X Escrow Fee (*Separate check from application fee*)
 6. X Copy of deed
 7. X Completed checklist (*Automatic rejection of application without checklist*)
 8. X Agricultural Data Statement (*if applicable*)
 9. X 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. X Name and address of applicant
 2. X Name and address of owner (*if different*)
 3. X Subdivision name and location
 4. X Tax Map Date (*Section-Block-Lot*)
 5. X Location map at a scale of 1" = 2,000
 6. X Zoning table showing what is required in the particular zone and what applicant is proposing.
 7. X 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. 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. X Show existing or proposed easements (*note restrictions*)
20. X 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.
29. n/a 2 Foot Contours