

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:*

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**

Richard Shulkin or Entity

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.   N/A   Subdivision name and location
  4.   X   Tax Map Data (*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.   N/A   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.   X   Surveyor's seal and signature
  13.   X   Name, SBL and acreage of adjoining owners
  14.   X   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 200 feet of parcel boundaries.
  25.   X   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.   N/A   Show any public improvements, i.e. drainage systems, water lines, sewer lines, etc.
  28.   N/A   Show all existing houses, accessory structures, wells and septic