



# TOWN OF CLAVERACK

## Planning Board

### Application for Subdivision

(See Sketch Plan Application Instructions & Materials for reference in completing application)

Application Date \_\_\_\_\_  
(Date received by CEO)

### SUBMISSION DATES

(Date of the regular monthly mtg. of the Planning Board)

Case #: \_\_\_\_\_

Conceptual Plan (date): \_\_\_\_\_

Preliminary: \_\_\_\_\_

Final: \_\_\_\_\_

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### SUBDIVISION INFORMATION

Name of Subdivision: \_\_\_\_\_

Address – location of property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tax Map No. (SBL): \_\_\_\_\_ Total acreage to be subdivided: \_\_\_\_\_

Total # of lots resulting after proposed subdivision: \_\_\_\_\_

Linear feet of proposed roads: \_\_\_\_\_

Has the parcel been the subject of a prior subdivision? Yes \_\_\_\_\_ No \_\_\_\_\_

**If Yes:**

When was the subdivision approved?: \_\_\_\_\_

How many new lots were created? \_\_\_\_\_

**OWNER/DEVELOPER AND PROFESSIONAL CONTACT**

Name of owner: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_

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Project Engineer: \_\_\_\_\_

NYS License #: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_

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Project Surveyor: \_\_\_\_\_

NYS License #: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_

Agent or Representative of Owner for this Project Before the Planning Board:

\_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_

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Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_

Relationship to Owner: \_\_\_\_\_

(If contract purchaser – attach copy of contract)

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Signatures (all applicable are required)

I have read the foregoing information and the same is true to the best of my knowledge.

Owner:

Date:

Agent/Representative:

Date:

Applicant:

Date:

**THIS PAGE IS TO BE RETAINED BY THE OWNER AND/OR  
AGENT/REPRESENTATIVE  
AND/OR APPLICANT**

The Planning Board Meets on the First Monday of each month at 7:00 p.m. at the Town Hall in Mellenville, 836 Route 217.

The Code Enforcement Officer must receive this application with a check for the appropriate fee payable to “Town of Claverack” 10 days before the meeting in order to be scheduled for preliminary review and approval. See attached schedule for additional fees.

Code Enforcement Officer  
James (Jay) Trapp  
PO Box V  
Mellenville, NY 12544  
Phone: 518-672-7911 x 108  
Or by email: [ceo@townofclaverack.com](mailto:ceo@townofclaverack.com)

The Owner and/or Agent/Representative and/or Applicant is hereby notified that the Owner/Agent/Representative/Applicant should notify the Planning Board Secretary or the Town Office at least two (2) weeks prior to the scheduled meeting of their inability to appear at any meeting for which the application will appear on the meeting agenda.

The Owner and/or Agent/Representative and/or Applicant is hereby notified that failure to appear at any meeting for which public notice has been published concerning the application shall terminate any further publication of public notice with respect to the application, unless the applicant gives notice to the Secretary of the Planning Board at least ten days prior to the next scheduled meeting of the Planning Board at which the applicant intends to appear.

Failure of the applicant to appear within six months after a meeting for which public notice has been given with respect to the application, unless within said six-month period the applicant demonstrates to the Planning Board’s satisfaction good cause why such application should not be deemed abandoned.

Any application deemed abandoned shall be without prejudice to a new application for the same project, but no further action shall be taken upon any application deemed abandoned.

## **Subdivision Sketch Plan Application Instructions & Materials**

The Applicant shall furnish eleven (11) copies and one digital version (whenever possible) using the best available technology of a Sketch Plan to the CEO ten (10) business days prior to the regular monthly Planning Board meeting together with the required application and fee (see fee schedule below). The Sketch Plan shall be to a scale not less than one hundred (100) feet to the inch and preferably showing the entire subdivision tract on one (1) sheet.

The Sketch plan shall be submitted, showing the following information:

1. For major subdivisions, all information pursuant to Section 7.2 of the Zoning Law (Conservation Subdivision Process).
2. The location of that portion to be subdivided in relation to the entire tract, and the distances to the nearest existing street intersection.
3. The zoning district(s) in which the property is located.
4. Whether or not the property is located within a New York State certified Agricultural District, and if so, location of prime farmland soils or soils of statewide significance as listed in the Columbia County Soil Survey.
5. All existing structures, such as buildings, stone walls, and all pertinent natural features that may influence the design of the subdivision such as wooded areas, streams, wetlands, and other significant physical features, within the portion to be subdivided and within 200 feet thereof.
6. Contours and an identification of areas containing slopes in excess of 20% shall be indicated at intervals of ten (10) feet for Major Subdivisions. Contours for Minor Subdivisions will not be required unless directed by the Planning Board. For the purpose of sketch plan submissions only, the contour information may be based upon maps produced by the United States Geological Services, 1:24,000 scale.
7. The name of the Owner and all adjoining property owners as disclosed by the most recent municipal tax records.
8. The tax map section, block and lot numbers
9. All the utilities available and all streets which are either proposed, mapped, or built.
10. The proposed pattern of lots (including lot width and depth), street layout, recreation areas, systems of drainage, sewage and water supply within the subdivided area.
11. All existing restrictions on the use of land including easements, covenants, or zoning lines and restrictions.

12. An agricultural data statement and required disclosure, if required, as per New York State Agriculture and Markets Law 25-aa.
13. In addition to the above, the applicant shall also furnish a narrative description of the site to be subdivided in its existing condition. The narrative shall give particular consideration to water supply demands and source requirements, wastewater disposal, traffic and site-access, and open space, soil, and natural resource conservation of the site both during and after construction.
14. A completed part 1 of an environmental assessment form as per SEQRA, Part 617.

After the sketch plan has been reviewed at a Planning Board meeting, a field walk by the Board may be required. No more than three Board members shall conduct the field walk and then report their findings to the full Board at the next regularly scheduled meeting of the Planning Board.

The Board and, when requested by the Board; the Town Consultants will review the sketch plan against local policies, standards and planning strategies. The Planning Board shall advise the applicant regarding project feasibility and/or any foreseen considerations regarding the subdivision design. If pre-construction is considered, the plans will also be reviewed in an effort to establish a formal soil conservation plan to be followed by the Owner. A Bond or Letter of Credit, as approved by the Chairman of the Planning Board, shall be established prior to the issuance of a pre-construction permit. Preconstruction, if undertaken, shall include limited clearing, grubbing and grading to improve site access for support equipment during the subdivision design.

A fee shall be paid with the submission of the Sketch Plan as determined by the most recent fee schedule adopted by the Town Board. The fee schedule is attached.

**Town of Claverack Planning Board Fee Schedule  
For Minor and Major Subdivisions**

A) Minor Subdivision:

Application Fee:	\$300.00
Final Approval Fee:	\$150.00 plus \$75 per lot
Review Fee*:	\$300.00
Recreation Fee:	
Creating 1 or 2 new lot(s)	\$500.00/lot
Creating 3 or more lots:	\$1,500.00/lot

\*If review by the Town Engineer and/or Attorney for the Town is necessary, the applicant will be responsible for paying the review fee. The review fee can be increased or decreased in the discretion of the Planning Board based upon the recommended review required by the Town Engineer or Town Attorney. In order for the Town to defray the cost of the review, payment of the review fee must be made to the Town Planning Board before the plans will be released to the Town Engineer or Town Attorney.

B) Major Subdivisions

Application Fee:	\$600.00
Preliminary Plan Approval Fee:	\$300.00 plus \$75.00 per lot
Final Plat Approval Fee:	\$300.00 plus \$75.00 per lot
Recreation Fee:	\$1500.00 per lot
** Review Fee	
***Inspection Fee	

\*\* In order for the Town to defray the cost for review, the owner/developer will be required to deposit with the Town a sum of money as estimated by the Town Engineer and /or Attorney for the Town. The Town will then escrow the money and be authorized to pay the cost for review from the money on deposit in the account. Upon final approval, should monies remain in the account following the final billing for the project, remaining funds shall be returned to the owner/developer. If monies on deposit prove to be insufficient for the review cost, the owner/developer shall deposit monies in an amount sufficient to cover the cost of such additional review as may be required.

\*\*\* Prior to final approval, the owner/developer must execute a construction inspection escrow agreement with the Town, which must be accompanied by monies in the amount as estimated by the Town Engineer and/or Attorney for the Town to defray construction inspection costs. The Town will escrow the money and be authorized to pay the cost for inspection from the monies on deposit in the account. Upon completion of the improvements, should monies remain in the account following the final billing for the project, remaining funds shall be returned to the owner/developer. If monies on deposit prove to be insufficient for the inspection costs, the owner/developer shall deposit monies in an amount sufficient to cover the cost of such additional review as may be required.