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Justice Court: (845) 688-5005
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Assessor Fax: (845) 688-5708
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"The Heart of the Park... Where the Eagle Soars"

www.shandaken.us

P.O. Box 134, 7209 Rte. 28, Shandaken, NY 12480

TOWN OF SHANDAKEN PLANNING BOARD SUBDIVISION INTO TWO, THREE, OR FOUR PARCELS INFORMATION AND REQUIREMENTS

Please Note: The following is a guide and is not intended to replace the actual provisions of the Subdivision Regulations (Section 105 of the Code of the Town of Shandaken), which stipulate that the division of a parcel of land requires the approval of the Planning Board, acting on an application submitted by the owner and following their inspection and review of plats and other required documents and the holding of a Public Hearing. Copies of the Subdivision and Zoning Regulations may be reviewed on the Town's website at www.shandaken.us. It's recommended that all those interested in subdividing should review these regulations so as to have a more thorough understanding of the Town Laws relative to Subdivision and/or construction. Real Estate Subdivisions (consisting of five or more proposed lots) require additional information and an EAF Long Form.

Preliminary Plat: **AT LEAST TEN (10) DAYS PRIOR TO A SCHEDULED PLANNING BOARD MEETING**, the owner or his/her representative should submit eight (8) copies of a completed application together with an SEAF form and the Preliminary Plat (4 copies), prepared by a licensed land surveyor or licensed professional engineer, showing in detail the proposed layout, including Zoning and Flood Plain Lines, adjacent owners, existing easements and restrictions and those proposed. Further information as to topography, grades, drainage, water supply and sewer disposal may also be required. Private roads, not intended for dedication to the town, will be subject to review as to adequacy, location, construction and in addition to identifying their ownership, copies of agreements or other documents providing for and fixing responsibility for their construction and future maintenance. Plats must state therein: "Roadways shown are not intended for dedication to the town of Shandaken for public highways, and no person, persons or corporation will hold the Town of Shandaken liable or responsible for any situation, at any time, resulting from or caused by the condition of the roadway(s) shown, including but not limited to: width, grading, curves, surface snow or ice, water, slides, bridges, culverts, and ditches."

Pre-Application Conference: Prior to the preparation of a detailed proposal, the applicant may elect to make an appointment for an informal presentation of the proposal at a regularly scheduled workshop or meeting of the Planning Board. In this event, eight (8) copies of the completed application and sketch plan showing the basic layout of the property, which may be prepared by the owner, should be submitted. There is no fee for this informal service.

Fees: The application fee for Subdivision is \$150 PER lot, payable to the Town of Shandaken. Debit and credit card payments are accepted by the Town Clerks office.

Public Hearing: When the Board determines that all necessary information has been collected and reviewed, a date for the Public Hearing will be established and advertised. All abutting neighbors must be provided with an opportunity to attend this hearing. This is accomplished by notification via Certified Mail, the cost of which is borne by the applicant, who will be required to submit payment as and when notified. Planning Board should hand down a decision within forty-five (45) days.

Subdivision Plat in Final Form: A mylar plus a minimum of seven (7) and maximum of ten (10) copies of the Final Plat, in one of the following dimensions: 8 ½ x 11, 17 x 22, 22 x 34, or 24 x 44 inches, must be signed by the owner and surveyor and submitted within six (6) months following the Board's approval of the Preliminary Plat. If the Board determines that there's no need for a second public hearing, it will authorize the signing of the Final Plat. The town will retain four (4) copies, returning the mylar and all other signed copies to the applicant. **Final Plats not filed by the sub-divider with the Ulster County Clerk within sixty (60) days of Planning Board approval, are null and void.**

Planning Board Meetings: Scheduled monthly meetings are held on the second Wednesday of each month, at 7:00 pm at the Shandaken Town Hall. Workshop meetings are the last Wednesday of each month. Special meetings may be scheduled from time to time. Requests for inclusion of an item on the agenda should be made at least ten (10) days prior to the monthly meeting.

APPLICATION FOR SUBDIVISION

Applicant/Developer

Owner (If Other Than Applicant)

Name: _____

Mailing Address: _____

City/State/Zip: _____

Telephone: _____

Location of Property: On the _____ side(s) of _____ (road/street) being also known as State/County Highway# _____, approximately _____ feet from _____ (road/street) in the hamlet of _____.
Section _____ Block _____ Lot _____ Zoning District _____

Surveyor or Engineer

Other Representative

Name: _____

Mailing Address: _____

City/State/Zip: _____

Telephone: _____

About the Subdivision

Total area owned at site: _____ acres, currently in _____ parcels to be subdivided into a total of _____ parcels, individual lot acreage as follows:

Lot #1: _____ Lot #2: _____ Lot #3: _____ Lot #4: _____ Lot #5: _____

(If more than five (5) parcels, attach separate page, and request Long Form EAF, required for major subdivisions.)

Easements, covenants, or other restrictions now applying to the property:

Purpose of subdivision/proposed use of property:

The undersigned, as individual owner(s) or as a qualified officer of the corporation of the above described property request approval of a proposed subdivision of that property in accordance with a plat to be submitted with required supporting data as provided in the subdivision regulations in the Town of Shandaken and hereby authorize entry upon the property for site inspection by members and authorized representatives of the Planning Board.

Signature: _____ **Date:** _____