

## TOWN OF GHENT - PLANNING BOARD

2306 STATE ROUTE 66 ~ P. O. BOX 98

GHENT, NY 12075

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### MINOR SUBDIVISION SUBMITTAL CHECKLIST

#### A COMPLETED AND SIGNED CHECKLIST MUST BE SUBMITTED WITH APPLICATION

- APPLICATION FEE IS PAYABLE TO 'TOWN OF GHENT' AND IS NOT REFUNDABLE  
FEE IS COMPRISED OF A \$150 BASE RATE, **PLUS** \$50 PER LOT [FOR EXAMPLE, IF ONE PARCEL IS SUBDIVIDED INTO 3 LOTS, THE APPLICATION FEE WOULD BE  $\$150 + (3 \times \$50) = \$300$ ]
- PROOF OF OWNERSHIP (COPY OF DEED OR LEASE), IF REQUESTED
- LETTER OF REPRESENTATION, IF APPLICABLE
- SIGNED AGREEMENT FOR PAYMENT OF EXPERT FEES [GPB-200-REV06.06], IF REQUESTED
- COPY OF ZONING USE PERMIT, IF APPLICABLE
- ORIGINAL, PLUS SEVEN (7) COPIES OF THE COMPLETED APPLICATION FORM
- AN ORIGINAL PLUS SEVEN (7) COPIES OF A STAMPED SURVEY MAP OF THE PROPERTY PREPARED BY A LICENSED SURVEYOR. MAP MUST INCLUDE
  - TITLE BLOCK INDICATING PROPERTY PARCEL NUMBER(S), NAME AND ADDRESS OF APPLICANT, AND LICENSED SURVEYOR
  - DATE, SCALE AND DIRECTIONAL ARROW
  - LOCATION MAP INSERT - A SMALL MAP SHOWING RELATION OF PARCEL(S) TO SURROUNDING AREA
  - CERTIFICATION TO THE TOWN OF GHENT PLANNING BOARD IN FURTHERANCE OF § 156-31 – SEE GPB-900-REV11.06 DOCUMENT
  - ACCURATE BOUNDARIES OF THE PARCEL PLOTTED TO A SCALE OF 1 INCH: 40 FEET. THE SCALE MAY BE ALTERED IF THE PROJECT EXCEEDS A TOTAL LAND AREA OF FIVE (5) ACRES
  - THE LOCATION OF EXISTING AND PROPOSED BUILDINGS, PARKING AREAS, DRIVEWAYS, TRUCK-LOADING AREAS, WELLS AND SEPTIC SYSTEMS
  - ALL EXISTING WATER COURSES AND DEPARTMENT OF CONSERVATION-DESIGNATED WETLANDS, WITH INDICATION OF REQUIRED FLAGGING
  - ANY OTHER NOTES AS REQUESTED BY PLANNING BOARD
- AGRICULTURAL DATA STATEMENT [GPB100-REV06.06], IF APPLICABLE
- A 'LONG' OR A 'SHORT' NY STATE ENVIRONMENTAL QUALITY REVIEW (SEQR), COMPLETED AND SIGNED
- THE NAMES AND MAILING ADDRESSES OF OWNERS OF ADJOINING/ADJACENT TAX PARCELS LOCATED WITHIN 500 FEET OF ALL PROPERTY BOUNDARIES
- PROOF OF APPROVAL FROM FEDERAL, STATE, COUNTY OR LOCAL AGENCIES, FOR ALL NECESSARY PERMITS. THE APPLICANT MUST DEMONSTRATE THAT **ALL** NECESSARY PERMITS HAVE BEEN SUBMITTED TO THE RESPECTIVE AGENCIES. THE PLANNING BOARD MAY, AT ITS DISCRETION, GRANT CONDITIONAL APPROVAL PENDING ISSUANCE OF REQUIRED PERMITS SUCH AS THOSE ISSUED BY
  - TOWN OF GHENT ZONING
  - NEW YORK STATE DEPARTMENT OF TRANSPORTATION, COLUMBIA COUNTY HIGHWAY DEPARTMENT AND/OR TOWN OF GHENT HIGHWAY SUPERVISOR
  - COLUMBIA COUNTY DEPARTMENT OF HEALTH

**SHOULD ANY PERMIT BE SUBSEQUENTLY DENIED, TOWN OF GHENT PLANNING BOARD APPROVAL IS AUTOMATICALLY NEGATED.**