

**TOWN OF MEREDITH**  
Minor Subdivision Application Checklist

This checklist has been prepared to assist the applicant in understanding the requirements and the materials to be submitted to the Town Planning Board for a minor subdivision application. Page numbers found below correspond to the Town of Meredith Subdivision Regulations for direct reference and further explanation of the procedural step. The process will require at least two meetings with the Town Planning Board.

**Date Completed**

\_\_\_\_\_ **Initial Conference.** (pg. 17)

Applicant may, but is not required to, meet with the Town Planning Board to discuss the process and procedure.

\_\_\_\_\_ **Submit Sketch Plan.** (pg. 17, Section 302, and pg. 20, Section 304)

Submit three (3) copies of a location map with: name of owner and tax map information, name of owners and tax map information of adjacent properties, proposed subdivision layout, all existing or proposed roads, public lands, existing structures, streams, wooded areas, wetlands, flood hazard areas, utilities and easements, deed restrictions, covenants, map scale and north arrow.

\_\_\_\_\_ **Submit application for Minor Subdivision.** (pg. 20 and pg. 21, Section 304)

Within six (6) months after the Planning Board classification as a Minor Subdivision, submit two (2) copies of the application with: \$50.00 review fee, Environmental Assessment Form (if so directed by the Planning Board).

\_\_\_\_\_ **\$50.00 Fee for review.** (Appendix) Plus \$10.00 per newly created lot

Cash or check made payable to "Town of Meredith".

\_\_\_\_\_ **Environmental Assessment Form** (if so directed by the Planning Board). (pg. 21, Section 304-A) Complete part one (front side) of the EAF and submit with application.

\_\_\_\_\_ **Submit Minor Subdivision Plat.** (pg. 19, Section 302-D and pg. 20, Section 304)

Eight (8) copies of subdivision plat shall be submitted to planning board at least ten (10) days in advance of the scheduled Planning Board meeting. Such plat should be an actual field survey of the boundary lines of the tract with complete description data by bearings and distances made and certified to by a licensed surveyor. It must show the portion of the parcel to be subdivided and the location of soils tests (pg. 21). The plat must include everything required above in the Sketch Plan.

\_\_\_\_\_ **Soils Tests.** (pg. 21, Section 304-A and pg. 57, Section 512).

\_\_\_\_\_ **Referral to County Planning Board.** (if required by GML §239-n; pg. 21, Section 304)

Applications for subdivisions are required to be reviewed by the Delaware County Planning Board pursuant to General Municipal Law §239-n if proposed plat for subdivision is within five hundred (500) feet of: a municipal boundary, any existing or proposed county or state road, the boundary of a farm operation located in an agricultural district existing or proposed county or state park or other recreation area, existing or proposed stream or drainage channel owned by the county, existing or proposed boundary of any county- or state-owned land on which a public building is situated. The Town Planning Board may not act on any application until they receive a recommendation from the County Planning Board or thirty (30) days have passed after the county's receipt of the application.

\_\_\_\_\_ **Send notice to adjacent property owners of Public Hearing.** (pg.21; Section 304-C)  
Applicant must notify adjacent property owners and those directly across any adjoining road by certified mail at least ten (10) days in advance of public hearing.

\_\_\_\_\_ **Public Hearing.** (pg. 21; Section 304-C)  
Public hearing shall be held within forty-five (45) days from the submission of the Minor Subdivision Plat for approval. Applicant must submit post office receipts to the Planning Board as proof of notification. The Town will advertise the public hearing in the official Town newspaper at least ten (10) days prior to the hearing.

\_\_\_\_\_ **Final action.** (pg. 22, Section 304-F)  
Within forty-five (45) days of the public hearing, the Town Planning Board must act to approve, conditionally approve, or disapprove such application.

\_\_\_\_\_ **Filing with the Real Property Tax Office and the Delaware County Clerk**  
The applicant must file the signed mylar copy of the approved subdivision with the Real Property Tax Office and the Delaware County Clerk's Office within sixty-two (62) days of approval by the Town Planning Board. Failure to file within that time period will require the applicant to go back through the approval process with the Town Planning Board.

If an applicant has questions regarding the procedure for applying for subdivision approval, he or she may contact the Town Clerk **746-2431** or the Delaware County Planning Department at **746-2944**.

**ACTION OF TOWN PLANNING BOARD** (To be completed by Planning Board)

Applicant \_\_\_\_\_ Location \_\_\_\_\_  
Tax Map Number \_\_\_\_\_ Number of Lots Created \_\_\_\_\_ SEQRA Review Date \_\_\_\_\_  
GML 239 County Review Date \_\_\_\_\_

At a meeting of the Town Planning Board on \_\_\_\_\_, 200\_\_, the Planning Board acted on your application for the proposed Minor Subdivision. By resolution of the Town Planning Board, it was determined that the Minor Subdivision:

		Aye	Nay
_____ be approved	Keitha Capouya	_____	_____
_____ be approved with conditions	Lewis Coulter	_____	_____
_____ be denied	Penelope King	_____	_____
	Will Outsen	_____	_____
	Landa Palmer	_____	_____
	Jeanne Sands	_____	_____
	Floyd Vogt	_____	_____

Conditions, if any, on the granting of approval of the **Minor Subdivision**: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Copies to: Code Enforcement Officer  
Applicant  
Town Clerk

By: \_\_\_\_\_  
Town Planning Board Chairman