

**TOWN OF COBLESKILL PLANNING BOARD  
MINOR SUBDIVISION REVIEW CHECKLIST**

Five (5) copies of the preliminary plat will be presented to the Secretary of the Planning Board fifteen (15) days in advance of the regular meeting. The applicant or representative will present the plat at the regular Planning Board meeting.

**SUBMISSION OF MINOR SUBDIVISION PRELIMINARY PLAT**

Date of Submission: \_\_\_\_\_ Date of Plat: \_\_\_\_\_ Date of Meeting: \_\_\_\_\_

Tax Map Number (SBL 3) \_\_\_\_\_ Zone: \_\_\_\_\_

Name and Address of Applicant:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name and Address of \* Preparer:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*\* If presenter id different from applicant, must have **Letter of Authorization** in order to present.*

**CHECK WHEN COMPLETED:**

<input type="checkbox"/>	Fee Paid (\$125) <i>Payable to the Town of Cobleskill</i>
<input type="checkbox"/>	Title <input type="checkbox"/> Location <input type="checkbox"/> Map <input type="checkbox"/> Deed <input type="checkbox"/> Scale <input type="checkbox"/> Topography
<input type="checkbox"/>	Name of Preparer
<input type="checkbox"/>	Dimensions and Bearings of All Boundary Lines
<input type="checkbox"/>	Setback Lines for Existing Zone
<input type="checkbox"/>	Septic and Water Facilities <i>(Designed to meet Health Standards with a Note on the Plat attesting to this, signed by a Licensed Engineer.)</i>
<input type="checkbox"/>	Areas in Acres
<input type="checkbox"/>	Date of Plat
<input type="checkbox"/>	North Arrow

<input type="checkbox"/>	Name of Owner
<input type="checkbox"/>	Names of Adjoining Property Owners
<input type="checkbox"/>	Existing/Proposed Deed Restrictions
<input type="checkbox"/>	Compliance with Town of Cobleskill Highway Regulations
<input type="checkbox"/>	Agricultural District # _____
<input type="checkbox"/>	Chapter 116 of the Town Code- Street Specifications

**Additional requirements or comments:**

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A public hearing shall be held by the Planning Board within 62 days from the time of submission of the subdivision plat for approval. Said hearing shall be advertised in the official newspaper at least five days before such hearing.

**Public Hearing: Advertised Date:** \_\_\_\_\_ **Hearing Date:** \_\_\_\_\_

The Planning Board shall, within 62 days from the date of the public hearing, act to conditionally approve, conditionally approve with modification, disapprove or grant final approval and authorize the signing of the subdivision plat. This time may be extended by mutual consent of the subdivider and the Planning Board.

**Action of Planning Board: Date of Decision:** \_\_\_\_\_ **Decision:** \_\_\_\_\_

Modifications or conditions (the approval with modifications expires 180 days after the date of the approval if condition(s) are not met):

Modifications: \_\_\_\_\_

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Conditions: \_\_\_\_\_

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**Date Plat Signed:** \_\_\_\_\_