

**TOWN OF COBLESKILL - PLANNING BOARD  
SKETCH PLAN SUBDIVISION REVIEW CHECKLIST**

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

Agriculture District: \_\_\_\_\_

Does this land currently receive an Agriculture Real Property Tax Exemption?  Yes  No

Is this action/property an allowable use within the zone?  Yes  No

Is this property within the Water/Sewer district?  Yes  No

Date submitted: \_\_\_\_\_ Date of Presentation: \_\_\_\_\_  
(Submission 15 days or more prior to the PB meeting on 4<sup>th</sup> Monday of the month)

Name and Address of Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name and Address of \*Presenter: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Title and Location of proposed Subdivision: \_\_\_\_\_  
\_\_\_\_\_

State Environmental Quality Review (SEQR) provided?  Yes  No  
 Short EAF  Full EAF

**PRE-APPLICATION MEETING** (Informal discussion and review of project presented on tax map or equally accurate information):

**CHECK WHEN STEP IS COMPLETED:**

<input type="checkbox"/>	Location of that portion which is to be subdivided in relation to the entire tract, and the distance to the nearest existing street intersection. Scale: Not less than 200' per inch.	<input type="checkbox"/> / <input type="checkbox"/> N/A	The proposed pattern of lots (including lot width and depth), street layout, recreation areas, systems of drainage, sewerage, and water supply [see § 120-7B(3)] within the subdivision area.
<input type="checkbox"/>	All existing structures, wooded areas, streams, rock outcrops, sinkholes, and other significant physical features within the portion to be subdivided and within 200 feet thereof.	<input type="checkbox"/>	All existing or proposed restrictions on the use of the land, including easements, covenants, right-of-way and zoning district with boundaries.
<input type="checkbox"/> / <input type="checkbox"/> N/A	If topographic conditions are significant, contours shall also be indicated at intervals of not more than 10 feet.	<input type="checkbox"/>	Setback Lines for Existing Zone
<input type="checkbox"/>	The name of the owner and of all adjoining property owners, address and sbl #'s, as disclosed by the most recent municipal tax records.	<input type="checkbox"/>	Deed (copy)
<input type="checkbox"/> / <input type="checkbox"/> N/A	All the utilities available, and all streets which are either proposed, mapped or built.	<input type="checkbox"/>	Conformity w/Zoning Acreage and District Restrictions
<input type="checkbox"/> / <input type="checkbox"/> N/A	Letter of Authorization [If Presenter is not owner(s) of record.]	<input type="checkbox"/>	Five (5) Copies of the Sketch Plan
<input type="checkbox"/>	Tax Map Sheet (Section, Block and Lot Numbers)	<input type="checkbox"/>	

Within thirty (30) days the Planning Board shall inform the sub-divider that the sketch plan and data as submitted, or as modified, do or do not meet the objectives of the Town of Cobleskill Codes and it shall express its reasons. Classification as to whether it is a **major** or **minor** division will be indicated at this time.

Application classified as  Major or  Minor on this date: \_\_\_\_\_

**Application will expire within one year date of its submission, unless extension is agreed upon in writing.**

**Subdivision review – Three (3) lots or less.**

Upon approval of the sketch plan, the Planning Board has the discretion of determining the extent of the field survey and mapping needed for subdivision review in the case of three (3) or fewer lots.

**Comments:**

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**Next Step:** \_\_\_\_\_ **Date:** \_\_\_\_\_