



VILLAGE OF COBLESKILL – PLANNING, ENVIRONMENT & CODES DEPT.

378 Mineral Springs Road, Cobleskill, NY 12043

Phone: 518-234-4661 Fax: 518-234-4075

SUBDIVISION APPLICATION

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Application Fee: \$35.00

Office Use Only

File # Permit # Date:
District: SBL # Floodplain? Y / N

Subdivision Application – Page 1

Applicant information

Applicant Name:
Applicant Phone number:
Applicant Email address:

Sketch Plan

Sketch plan must include the following information/submissions. You must submit four (4) copies of the preliminary plat and of the final plat. (Planning Board – 1, Planning Office – 1, Village Clerk – 1, County Planning Office – 1)

- 1. The proposed layout of streets.
2. The pattern of lots and typical lot sizes.
3. Playgrounds and other public areas.
4. Easements, building set back line.
5. Proposed water supply and sewage disposal system(s).
6. Tract name.
7. Name of developer.

Preliminary Plat

A Preliminary Plat shall be prepared at an appropriate scale and shall be clearly marked "Preliminary Plat." It shall show items 1 through 8 above, and the following items:

- Endorsement of an engineer or surveyor licensed in the State of New York.
• Any other information by the Village Planning Board.
• If streets on the plat are claimed by the applicant to be public streets in any of the listed Highway Systems, give the right-of-way width for the appropriate System:
Town – Feet County – Feet State – Feet
• Number of acres dedicated for public use park and open space purposes

Applicant proposes to deicate all streets and parks shown on the Preliminary Plat by Deed of Conveyance:

Yes No Not Applicable

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Preliminary Plat (continued)

Electric Mains will be installed by _____ and a charge no charge will be made for installing said mains.

Gas Mains will be installed by _____ and a charge no charge will be made for installing said mains.

All taxes that are liens on the land at the date herof have been paid as evidenced by the Schoharie County Tax Search hereto attached.

Application information

Note: The Planning Board shall comply with the provisions of the State Environmental Quality Review Act (SEQR) under Article Eight of the Environmental Conservation Law and its' implementing regulations. Schoharie County Department of Health might require a full EAF.

In Filing this application, the applicant states the following (note any exceptions and attach explanation):

- He/She/They will, at his/her/their own expense, install the required improvements in accordance with the standards and specifications adopted by the Village of Cobleskill
- That no part of the land proposed to be subdivided for human habitation lies under water or is subject to flood.
- That there are no existing buildings or structures which are not shown on the Preliminary Plat
- That where the plat shows proposed streets which are extensions of streets on adjoining subdivision maps heretofore filed, there are no reserve strips at the ends of the streets on said existing maps at the conjunction with the proposed streets.
- The applicant estimates that the grading and required public improvements will cost \$ _____ as itemized and requests that the performance bond or other sureties be approved by the Village Board

Note: Within six (6) months of the approval of the Preliminary Plat, the owner must submit the Plat in final form. If the Final Plat is not submitted within six (6) months, the Planning Board may revoke approval of the Preliminary Plat.

Certification by Applicant

_____, being duly sworn, deposes and says that he/she/they is/are the applicant or authorized agent for the applicant above names; that all statements contained in this application package are true to the best of his/her/their knowledge and belief, and that the work will be performed in the manner set forth in the application and specifications filed herewith, and in accordance with applicable laws, ordinances, rules, and regulations

Sworn to before me this _____ day of _____ in the year of _____

Signature of Applicant

Date

Signature of Notary Public

Further information

All Sub-division Maps need to be filed at the County Clerk's Office within 62 days of approval by the Planning Board

Planning Board:

- Gives approval to the property owner.
- Planning Board Chair stamps one (1) mylar copy and two (2) paper copies of the map.

Tax sign-offs:

- If property is in a Town, owner needs the Town Tax Collector to sign, on all maps, that taxes are paid. (Dates to do this are January to May)
- If property is in a village, owner needs the Village Tax Collector to sign, on all maps, that taxes are paid. (Dates to do this are June to August)
- If School taxes are being collected, then all maps must be signed by the School Tax Collector that taxes are paid. (Dates to do this are September to October)

Owner:

After above is completed, Owner must bring the signed maps to the County Office Building

- First to the Real Property Tax Services for their sticker.
- Second to the Treasurer's Office, where a fee will be collected (currently \$10.00)
- Third to the County Clerk's office, where a fee will be collected (currently \$10.00), and the map will be filed.

Important Note:

If the Sub-division is five (5) or more lots, of less than five (5) acres each, then the Health Department must also provide approval BEFORE the maps can be filed with the county clerk's office.

The Schoharie County Office building is located at 284 Main Street, Schoharie, New York. You can get further information about filing maps on their website at www.schohariecounty-ny.gov

You will find the following offices at the Schoharie County Office Building:

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|---|--------------|
| • Real Property Tax Services | 518-295-8349 |
| • County Treasurer (Map Fee \$10.00) | 518-295-8386 |
| • County Clerk's Office (Map Fee \$10.00) | 518-295-8316 |
| • Health Department | 518-295-8365 |