

Hancock Town Planning Board  
Minor Subdivision Procedure

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**Minor Subdivision** – Any subdivision of ten (10) or fewer lots fronting on an existing road, not requiring any new road, or the extension of municipal facilities, or creation of any public improvements, and not adversely affecting the remainder of the parcel or adjoining property, and not in conflict with any provision of these Regulations.

\_\_\_ Within six (6) months after Planning Board classification of the Sketch Plan as a Minor Subdivision, the applicant will need to appear before the Planning Board again to complete their minor subdivision. The following information is needed and must be presented to the Planning Board at the follow-up meeting:

\_\_\_ Landowner (or Applicant) must submit an Application for Minor Subdivision in duplicate and three (3) copies of a Sketch Plan to the Clerk of the Planning Board at least 14 days prior to the regular meeting of the Board. The Landowner must attend the meeting of the Planning Board to discuss the requirements of Hancock's Subdivision Regulations as they pertain to the proposed action.

\_\_\_ A completed Environmental Assessment Form (EAF). The statement should consider potential impacts of the development as anticipated by the developer.

\_\_\_ An actual field survey of the boundary lines of the tract, giving complete description data by bearings and distances, made and certified to by a licensed land surveyor.

\_\_\_ All individual on-site sanitation and water supply facilities shall be designed to meet the minimum specifications of any applicable State, County, Town or New York City agencies having jurisdiction and a note to this effect shall be stated on the plat.

\_\_\_ Submit a copy of your soils report including percolation test rates and soil profile analyses. The location of the soil tests must be indicated on the survey map.

\_\_\_ For each newly created lot, include one (1) copy of a completed Town of Hancock Driveway Permit. The applicant must work with the Town Highway Superintendent to obtain the permit.

\_\_\_ A copy of any deed restrictions or covenants that are proposed to cover all or part of the parcel(s).

\_\_\_ If your project is occurring within a designated Agricultural District, you must submit an Agricultural Data Statement. This notice must be sent to farm operations within 500' of your parcel using return-receipt mail. You must present the post office receipts to the Planning Board as proof of notification.

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- \_\_\_ The Planning Board will schedule a public hearing for your proposal within sixty-two (62) days from the time of submission of the Minor Subdivision. You must notify landowners within 500' of your project, 5 days prior to the hearing date, by Certified return-receipt mail. You must present the post office receipts to the Planning Board as proof of notification.
  
- \_\_\_ There is a \$30.00 fee for the review of a minor subdivision.

If you have submitted all the requested information, the Planning Board may be able to vote on your application at the follow-up meeting. However, it is possible that the Board could require further information. If they need more information, the Board may table your application until they have all the information needed to make their decision. If your information is complete and the public hearing indicates no problems, the Planning Board will vote on your application.

**Upon Planning Board approval, you must file your information at the Real Property Tax Services office and the Delaware County Clerk within sixty-two (62) days of the Board's endorsement. Failure to do so voids your application and you must submit your application to the Planning Board once again.**

Note: The information on this checklist is to be used for reference only. Consult the Town of Hancock Subdivision Regulations for the exact requirements and procedures.

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