

Hancock Town Planning Board
Minor Subdivision Checklist

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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.

This checklist has been prepared to assist the Applicant in understanding the requirements and the materials to be submitted to the Planning Board for a minor subdivision application. For the exact process for review and approval of major subdivisions, please refer to the Subdivision Regulations.

Date Completed

_____ Initial Conference

It is strongly advised that the Applicant meet with the Planning Board to discuss the process and procedure.

_____ Submit Sketch Plan Application:

Submit three (3) copies of a Sketch Plan Application and a drawing of the proposed action ten (10) days prior to the regular meeting.

Requirements for the Sketch Plan map are in Article 600, Section 601.

_____ Classification of Sketch Plan

_____ Submit Application for Minor Subdivision (Article 600. Section 603.)

Within six (6) months after the Planning Board classification as a Minor Subdivision, submit two (2) copies of the Application for Preliminary Plat and associated information 14 days prior to the Planning Board meeting.

___ Survey plats with all information required in Section 603.

___ Part I of the NYS Environmental Assessment Form

___ Soils Analyses for all unimproved or vacant lots

___ Driveway permits, if needed

___ Agricultural Data Statement, if necessary

___ \$30.00 fee for Preliminary Plat review (check payable to 'Town of Hancock')

_____ Referral to County Planning Board (GML 239-n)

Applications for subdivisions are required to be reviewed by the Delaware County Planning Board pursuant to General Municipal Law §239-n if the proposed plat for subdivision is within five hundred (500)

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feet of: a municipal boundary; any existing or proposed county or state road; the boundary of a farm operation located in an agricultural district; an existing or proposed county or state park or other recreation area; an existing or proposed stream or drainage channel owned by the county; an 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.

_____ Site visit/Field trip, if necessary

_____ Public Hearing

A Public hearing shall be held within sixty-two (62) days from the time the Planning Board determined that the Preliminary Plat application is complete. The Town will advertise the public hearing in a newspaper of general circulation at least five (5) days prior to the hearing. The applicant shall notify by Certified Mail all property owners within five hundred feet (500') of the outside perimeter of the proposed subdivision, at least five (5) days prior to the public hearing. The applicant must submit post office receipts to the planning board as proof of notification.

_____ Action on Minor Subdivision

Within sixty-two (62) days of the public hearing, the Planning Board must act to approve, conditionally approve with or without modifications, or disapprove the Minor Subdivision Plat.

_____ Filing with the Delaware County Clerk and the Real Property Tax Office in Delhi. The applicant must file the signed Mylar copy of the approved subdivision with the Delaware County Clerk's Office AND the Real Property Tax Office within sixty-two (62) days of approval by the Hancock Planning Board. Failure to file within that time period will render the application null and void and the applicant will be required to repeat the entire review process with the Planning Board.

If you have questions about the minor subdivision review process, please contact the Hancock Planning Board at 637-4964 or the Delaware County Planning Department at 746-2944.

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