

Hancock Town Planning Board
Major Subdivision Checklist

1/4

Major Subdivision – All subdivisions not classified as “Minor Subdivisions” including but not limited to subdivisions of more than ten (10) lots, or requiring a new road or extension of the Town facilities, or the creation of any public improvements.

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 major subdivision application. For the exact process for review and approval of major subdivisions, please refer to the Subdivision Regulations 2009.

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 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 Preliminary Plat for Major Subdivision (Article 600. Section 603.) Within six (6) months after the Planning Board classification as a Major Subdivision, submit four (4) copies of the Application for Preliminary Plat and associated information.

- ___ 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’)

_____ Preliminary Plat Application deemed complete

_____ 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) feet of: a municipal boundary; any existing or proposed county or

Hancock Town Planning Board
Major Subdivision Checklist

2/4

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 Preliminary Plat

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 Preliminary Plat.

_____ Approval of Preliminary Plat

When granting approval to a Preliminary Plat, the Planning Board shall state the conditions of such approval, if any, with respect to:

- 1) The specific changes which will be required on the Final Subdivision Plat;
- 2) The character and extent of the required improvements for which waivers may have been requested and which, in the Planning Board's opinion, may be waived without jeopardy to the public health, safety, and general welfare;
- 3) The amount of the improvement or the amount of all bonds thereof which will be required as a prerequisite to the approval of the Subdivision Plat.

Within five (5) days of Conditional Preliminary Plat Approval, the action of the Planning Board plus any conditions shall be noted on or attached to three (3) copies of the Preliminary Plat. One copy shall

Hancock Town Planning Board
Major Subdivision Checklist

3/4

be returned to the applicant, one retained by the Planning Board, and one forwarded to the Town Clerk.

Approval of a Preliminary Plat shall not constitute approval of the subdivision plat. Rather, it shall be deemed an expression of approval of the design submitted on the Preliminary Plat, as a guide to the preparation of the Final Subdivision Plat, which will be submitted for approval of the Planning Board and for recording with the County Clerk. Prior to approval of the Final Subdivision Plat, the Planning Board may require additional changes as a result of further study or new information obtained.

- _____ Submit Final Plat for Major Subdivision
Within six (6) months of approval of the Preliminary Plat, submit two (2) copies of the Application, three (3) copies of the Final Plat, two (2) prints of construction drawings, and the original and one (1) copy of all offers of cession, covenants and agreements at least fourteen (14) days in advance of the regular Planning Board meeting. Requirements for the Final Plat and Plat submission are in Article 600, Section 604.

- _____ \$30.00 fee for Final Plat review plus \$5.00 per new lot created (check payable to 'Town of Hancock')

- _____ If necessary, 2nd Public Hearing
If there are substantial changes between the Preliminary and Final Plats, a second public hearing shall be held within sixty-two (62) days from the submission of the Final Plat for approval. The Town will advertise the public hearing in the official Town newspaper 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.

- _____ Final action
Within sixty-two (62) days of the submission of the Final Plat (or of the second public hearing, if applicable), the Planning Board must act to approve, conditionally approve with or without modifications, or disapprove the Final Plat and so indicate on the Plat.

Hancock Town Planning Board
Major Subdivision Checklist

4/4

_____ 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 major subdivision review process, please contact the Hancock Planning Board at 637-4964 or the Delaware County Planning Department at 746-2944.