

# Sketch Plat Checklist - Hancock Planning Board

**Sketch Plan** – A sketch of a proposed subdivision showing the information specified in Article 600, Section 60I, of the Town of Hancock Subdivision regulations to enable the subdivider to save time and expense in reaching general agreement with the Planning Board as to the form of the layout and objectives of these regulations.

\_\_\_\_\_ Landowner (or Applicant) must submit three (3) copies of a Sketch Map or survey map and one (1) copy of the Application for Sketch Plan Review to the Clerk of the Planning Board at least 10 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.

\_\_\_\_\_ The Sketch Plan must be based on tax map information or some other similarly accurate base map to enable the entire tract to be shown on one sheet and show the following information:

1. The name of the owner, the name of the professional person(s) responsible for the subdivision design, and the names of all adjoining property owners within five hundred feet (500’) of any perimeter boundary of the subdivision as disclosed by the most recent municipal tax records.
2. The proposed subdivision name, the tax map sheet, block and lot numbers, scale, north arrow and acreage involved.
3. All the utilities currently available, including any existing easements, and all roads which are either proposed, mapped, or built.
4. The proposed pattern and approximate dimensions and area of lots, road layout, recreation area, proposed surface water drainage, sewerage and water supply within the subdivision area.
5. All existing restrictions on the use of land, including easements covenants, or zoning divisions.

\_\_\_\_\_ All lots should have at least 150’ of frontage on an existing public road.

\_\_\_\_\_ Soil tests must be performed on each newly created lot. This includes percolation tests and soil profile analyses. The Landowner must submit a copy of the results for all soils analyses for the Board’s review.

\_\_\_\_\_ A driveway permit must be submitted for each newly created lot to indicate that it has adequate access.

\_\_\_\_\_ Each newly created lot must be surveyed prior to Planning Board approval.

The Planning Board will review the information supplied and determine if the application as proposed is a subdivision.

**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.

**TOWN HANCOCK PLANNING BOARD**

**BOUNDARY LINE ADJUSTMENT APPLICATION**

Date: \_\_\_\_\_

Application No. \_\_\_\_\_

**Parcel A - (Sender):**

**Parcel B - (Receiver):**

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone/Fax \_\_\_\_\_

Phone/Fax \_\_\_\_\_

Tax Map# \_\_\_\_\_

Tax Map # \_\_\_\_\_

Liber \_\_\_\_\_ Page \_\_\_\_\_

Liber \_\_\_\_\_ Page \_\_\_\_\_

**Location:** (Road Name, Distance and Direction from Nearest Intersection)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Description of Action:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Amount of property to be transferred - Parcel "C" \_\_\_\_\_**

(OVER)



# TOWN OF HANCOCK PLANNING BOARD

## BOUNDARY LINE ADJUSTMENT PROCEDURE

### Step 1

The Applicant shall submit the following to the Hancock Planning Board before classification is made:

1. A *completed* Boundary Line Adjustment (BLA) application
2. Sketch Plan of the lot(s) involved. The Plan should include tax map numbers, road name, and approximate acreage involved.

The Planning Board will review this information and assess the application for completeness and lot accessibility. If the information presented is satisfactory, the Board will then classify the proposal as a Boundary Line Adjustment.

### Step 2

Applicant must file the Boundary Line Adjustment with both the Delaware County Clerk and Real Property Tax Services within sixty-two (62) days of the Planning Board's endorsement.

A copy of the new deed(s) confirming the land transfer must also be sent to the Town of Hancock Planning Board within the sixty-two (62) days of the filing date.

If you have any questions about the BLA process or how to fill out the form, please contact the Town Clerk, at 637-3651.

**TOWN OF HANCOCK PLANNING BOARD**

Letter of Representation

Date: \_\_\_\_\_

Chair, Town of Hancock Planning Board:

\_\_\_\_\_ is acting on my behalf  
as my agent in this project in the Town of Hancock.

\_\_\_\_\_  
(Landowner/Applicant)

---

---

FOR NOTARY PUBLIC

I, \_\_\_\_\_, hereby depose and say that all the above statements contained in the papers submitted herewith are true.

Signature of Landowner or Applicant \_\_\_\_\_ Date \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission Expires: \_\_\_\_\_

Notary Public

Date: \_\_\_\_\_ Application No. \_\_\_\_\_

**TOWN OF HANCOCK PLANNING BOARD**  
**APPLICATION FOR SKETCH PLAN REVIEW**

1. Name of Subdivision: \_\_\_\_\_

2. Landowner's Name: \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
(Street No. and Name or PO Box) (State) (Zip)

3. Applicant (if different from #1): \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
(Street No. and Name or PO Box) (State) (Zip)

4. Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

5. Land Surveyor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

6. Attorney: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

7. Project Location:  
On the \_\_\_\_\_ side of \_\_\_\_\_, \_\_\_\_\_ feet \_\_\_\_\_ of \_\_\_\_\_  
(Direction) (Road) (Direction) (Road)

8. Tax Map designation: Sheet \_\_\_\_\_ Block \_\_\_\_\_ Lot (s) \_\_\_\_\_

9. Total acreage prior to division: \_\_\_\_\_

10. Lots to be created and acreage of each \_\_\_\_\_

11. Special Districts:  
School: \_\_\_\_\_ Fire: \_\_\_\_\_ Postal: \_\_\_\_\_ Agricultural: \_\_\_\_\_

12. Is any open space being offered as part of this subdivision application? \_\_\_\_\_  
If so, what amount? \_\_\_\_\_

Date: \_\_\_\_\_ Application No. \_\_\_\_\_

13. List any variances or waivers from the Town of Hancock Subdivision Regulations being requested.

\_\_\_\_\_

\_\_\_\_\_

14. Proposed Classification of Subdivision: \_\_\_\_\_

15. List all contiguous holdings in the same ownership:

Tax map sheet: \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

16. Existing conditions: List all relevant existing site conditions such as existing accesses, wells, septic systems, etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**17. Include three (3) copies of the sketch map or survey map and the completed application form.**

**18. For each new lot, include one (1) copy of a completed Town of Hancock Driveway Permit, Delaware County DPW Highway Permit or New York State DOT Highway Permit.**

**19. Include one (1) copy of the soils tests for each newly created lot.**

=====

\_\_\_\_\_  
Property owner's signature

\_\_\_\_\_  
Date

FOR NOTARY PUBLIC

I, \_\_\_\_\_, hereby depose and say that all the above statements contained in the papers submitted herewith are true.

Signature of Landowner or Applicant \_\_\_\_\_ Date \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission Expires:

\_\_\_\_\_  
Notary Public

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, 2<sup>nd</sup> 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.*

Date: \_\_\_\_\_ Application No. \_\_\_\_\_

**TOWN OF HANCOCK PLANNING BOARD  
APPLICATION FOR MAJOR SUBDIVISION**

1. Landowner's Name: \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
(Street No. and Name or PO Box) (State) (Zip)

2. Applicant (if different from #1): \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
(Street No. and Name or PO Box) (State) (Zip)

3. Is the parcel within or 500' from any Agricultural District? \_\_\_\_\_ If yes, which one(s)? \_\_\_\_\_

4. Are you requesting any waivers from Hancock's Subdivision Regulations? If so, please describe:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\* Please refer directly to the Town of Hancock Subdivision Regulations for the exact requirements of the Major Subdivision review process \*\*\*

---

---

FOR PLANNING BOARD USE

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

---

Date Classified: \_\_\_\_\_  
Date Preliminary Plat submitted: \_\_\_\_\_ Date Application determined complete: \_\_\_\_\_  
Preliminary Plat fee paid (y/n)? \_\_\_\_\_ Date \_\_\_\_\_  
Date of Field Trip: \_\_\_\_\_  
Public hearing held on: \_\_\_\_\_ Receipts received?(y/n) \_\_\_\_\_  
Ag Data Statement needed?(y/n) \_\_\_\_\_ Date receipts received? \_\_\_\_\_  
County review needed?(y/n) \_\_\_\_\_ Referral date: \_\_\_\_\_ Recommendation received? \_\_\_\_\_  
SEQR Classification: \_\_\_\_\_ Determination: \_\_\_\_\_ Date of Action: \_\_\_\_\_

Conditions, if any, on the Negative Declaration:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Application No. \_\_\_\_\_

Date Preliminary Plat approved: \_\_\_\_\_

Conditions, if any, on approval of the Preliminary Plat:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Final Plat submitted: \_\_\_\_\_

2<sup>nd</sup> County review needed?(y/n) \_\_\_\_ Referral date: \_\_\_\_\_

Recommendation received? \_\_\_\_\_

2<sup>nd</sup> Public hearing needed?(y/n) \_\_\_\_ Date: \_\_\_\_\_ Receipts received?(y/n) \_\_\_\_\_

=====

At a meeting on \_\_\_\_\_, 20\_\_\_\_, the Hancock Planning Board acted on your application for the proposed Major Subdivision. By resolution of the Planning Board, it was determined that the Major Subdivision:

- \_\_\_\_\_ be approved
- \_\_\_\_\_ be approved with conditions
- \_\_\_\_\_ be denied

By: \_\_\_\_\_ Date: \_\_\_\_\_

Chair, Hancock Planning Board

Conditions, if any, on the granting of approval of this **Major Subdivision**:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Final Plat Fee Paid: \_\_\_\_\_ Amount \$\_\_\_\_\_

**\*\*\* Upon 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 Hancock Planning Board's endorsement. Failure to do so voids your application. \*\*\***

Hancock Town Planning Board  
Minor Subdivision Checklist

1/2

**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)

May 2010 (6/13)

Hancock Town Planning Board  
Minor Subdivision Checklist

2/2

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.*

May 2010 (6/13)

Date: \_\_\_\_\_ Application No. \_\_\_\_\_

**TOWN OF HANCOCK PLANNING BOARD  
APPLICATION FOR MINOR SUBDIVISION**

1. Landowner's Name: \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
(Street No. and Name or PO Box) (State) (Zip)

2. Applicant (if different from #1): \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
(Street No. and Name or PO Box) (State) (Zip)

3. Is the parcel within or 500' from any Agricultural District? \_\_\_\_ If yes, which one(s)? \_\_\_\_

4. Are you requesting any waivers from Hancock's Subdivision Regulations? If so, please describe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have any questions about your application or need any of the required forms, please contact the Clerk of the Planning Board at 637-4964.

**\*\*\* Upon 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 Hancock Planning Board's endorsement. Failure to do so voids your application. \*\*\***

---

---

FOR PLANNING BOARD USE

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Application No. \_\_\_\_\_

REVIEW REQUIREMENTS

Date Classified: \_\_\_\_\_

Date Minor Plat (survey) submitted: \_\_\_\_\_

Ag Data Statement needed? \_\_\_\_\_ Receipts received? \_\_\_\_\_

Driveway permit(s) received? \_\_\_\_\_

County referral needed? \_\_\_\_\_ Referral date: \_\_\_\_\_

Recommendation received? \_\_\_\_\_

Public hearing held on: \_\_\_\_\_ Receipts received? \_\_\_\_\_

SEQR classification: \_\_\_\_\_ Determination: \_\_\_\_\_ Date of Action: \_\_\_\_\_

---

---

At a meeting on \_\_\_\_\_, 20\_\_\_\_, the Hancock Planning Board acted on your application for the proposed Minor Subdivision. By resolution of the Board, it was determined that the Minor Subdivision:

- \_\_\_\_\_ be approved
- \_\_\_\_\_ be approved with conditions
- \_\_\_\_\_ be denied

By: \_\_\_\_\_ Date: \_\_\_\_\_

Chair, Hancock Planning Board

Conditions, if any, on the granting of approval of this **Minor Subdivision**:

---

---

---

---

Hancock Town Planning Board  
Minor Subdivision Procedure

1/2

**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.

Revised: 4/07 (6/13)

Hancock Town Planning Board  
Minor Subdivision Procedure

2/2

- \_\_\_ 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.

Revised: 4/07 (6/13)