

Town of Herkimer Subdivision Application

- ☐ New Subdivision
☐ Legalization of Pre-Existing Illegal Subdivision

Date: _____

Paid: _____

Applicant's Name: _____

Applicant's Mailing Address: _____

Applicant's Phone number: _____

Owner of property: _____

(If different from applicant)

Owner's mailing address: _____

Owner's phone number: _____

Property Acquisition Date: _____

Acquired From: _____

Applicant's Professional Engineer,

Attorney or Land Surveyor: _____

(Name, Address & Phone Number) _____

Location of property to be subdivided:

Road: _____

Tax Parcel #: _____

Zoning District: _____

Total area of existing lot: _____ acres

Does this differ from the information on your deed?

☐

No

☐

Yes

Was a variance required before legalization?

☐

No

☐

Yes

(If yes, attach copy)

Number of lots being created and
approximate lot areas: _____

Existing development, if any, on
lands being subdivided: _____

Natural features (e.g. streams, wetlands
or floodplains) on land being subdivided: _____

Restrictions or easements affecting the
lands being subdivided: _____

Nature of access to the proposed lots:

☐

Public Roadway

☐

Private Roadway

☐

Unimproved Easement

Applicants Must Provide the Following Information for the Nearest Intersecting Road

1.) Road Name: _____

Distance (ft.): _____

3.) Direction: _____
(North, South, East, West)

4.) Tax Map Parcel (Map, Block, Lot) : _____

5.) Dimesnsions/Area of Property: _____

6.) Existing Zoning Distirct: _____

7.) Brief written summary of propsed action: _____

Applicant must provide:

1) Three copies of survey maps, one mylar, and pdf of the proposed subdivision. All maps must show parent parcel on them.

2) Names and address of all contiguous (eg. adjacent) property owners, including those across streets/streams which would touch the subject property if the street/stream were not there.

Addresses must be obtained from the current tax rolls which are available in the assessor's office:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

(Use more space if needed)

Requested exceptions, if any:

The Planning Board is hereby requested to authorize the following exceptions to, or waives from, the Town's Land Subdivision Regulations in its consideration of this Subdivision Plat review and approval application (a specific list of any exceptions sought and a statement of reasons why each such exception should be authorized by the Planning Board must be attached in order for the exception to be considered by the Planning Board):

The undersigned hereby requests

- ☐ Sketch plat endorsement
- ☐ Final plat approval

of the above-identified lot-line revision and/or combination of lands by the Planning Board in accordance with the Town's Land Subdivision regulations and Section 276 of the Town Law of the State of New York. The undersigned further acknowledges that the official date of this application is that of the next scheduled meeting of the Planning Board, as established by the Planning Board's annual calendar, I provided this application form, the required Environmental Assessment Form and the required drawing have been submitted to the Planning Board Office at least ten days prior to the said meeting, at which meeting the application may be presented to the Planning Board in person or by representative. Upon determination of the Planning Board, the applicable subdivision application fee shall be paid at the Town Clerk with receipt therefor provided by the Town Clerk to the Planning Board.

Application submitted by:

Owner of Property Being Subdivided

Agent for Owner

(Evidence of right to act on behalf of Owner must be submitted)

Date of Application Submission

TO THE TOWN OF HERKIMER PLANNING BOARD

This will authorize _____ to
represent me/us and make statements on my/our behalf at the Town of Herkimer
Planning Board Meeting of _____ in the matter of
_____.

Planning Board Case No.: _____

Site Plan Review Case No.: _____

Special Use Permit No.: _____

Print Property Owner's Name _____

Owner's Signature _____

Second Owner's Signature _____

Date _____

Representative's Signature and Date

Representative's Address

Representative's Phone

THIS SECTION TO BE COMPLETED BY PLANNING BOARD OFFICE

- Date application received by Planning Board: _____
- Planning Board Case Number Assigned: _____
- Date application assigned to Planning Board Agenda: _____
- Application classified by Planning Board as a

☐ Major Subdivision

☐ Minor Subdivision

Date _____

- Application referred by the Planning Board to the following for review:

Town Planning Consultant	Date	Date Comments Received
Town Engineering Consultant	Date	Date Comments Received
Town Environmental Commission	Date	Date Comments Received
Town Attorney	Date	Date Comments Received

Referrals to be made to above, as required by particular circumstances of application.
Referrals to other parties may occur, but less routinely.

- Application entitles _____ and scheduled for public hearing as follows: Date: _____ Time: _____

- Notices sent to adjourning property owners: Date: _____

- Legal notice published as follows: Date: _____
Official Newspaper: _____

- Application fee of \$ _____ set by Planning Board in accordance with Town schedule and paid to Town Clerk on _____ (date).

- ☐ Health Dept. Approval ☐ Curb Cut Approval ☐ Road Maintenance Agreement

- Planning Board SEQR determination made by resolution as follows:
☐ Negative Determination ☐ Positive Determination Date: _____
(See EAF for further documentation)

- Planning Board action taken on application by the following resolution:

Resolution Number	Calendar Year	Date
<input type="checkbox"/> Approval	<input type="checkbox"/> Disapproval	<input type="checkbox"/> Approval with Conditions (See Planning Board Resolution for details)

- If application for final plat approval, documentation of signing of final plat by Planning Board Chairman or other authorized Board member:

Date of Plat Signing

Date of Transmittal to Applicant