


**PROCEDURE FOR COMPLETING
TOWN OF GARDINER PLANNING BOARD
Application for Major Subdivision**

(Major Subdivision is any subdivision containing more than three lots)

1. Submit a sketch plan (four copies) showing the basic proposed layout.
2. Complete Short Environmental Assessment Form (EAF) (Part 1 only).
Note: Complete the Full EAF if instructed to do so at the pre-application meeting.
3. Complete the application for Major Subdivision and checklist (Type or print legibly).
Have application notarized and return packet to the Town Hall along with a check made payable to the Town of Gardiner (refer to #4).

*Digital copies of full application materials and all required attachments should also be submitted as pdf files to gardinerplanning@gmail.com

4. Submit a check payable to the Town of Gardiner in the following amount:
 - a. Application and Sketch Plan Review \$300
 - b. Preliminary Plat Review (3 lots or more) \$125
plus \$100 per newly created lot
 - c. Final Plat Approval (3 lots or more) \$125
plus \$100 per newly created lot
 - d. Fees in lieu of Parkland
 - 3 Lot Subdivision (or more) \$1600 per newly created lot
 - f. SEQR (fees listed below are in addition to basic fees found elsewhere in schedule)
 - Short EAF \$0
 - Full EAF \$250
 - EIS \$250 each
5. Address a plain #10 self-stamped envelope to each property owner within 500 feet of the boundary lines. The return address on each envelope should be just your name. The remainder of the return address will be the Town of Gardiner address and will be completed by the Clerk of the Planning Board. List of property owners should be compiled with assistance from the Assessor's Office. Include a copy of the mailing list with your application.

Your name only	
	Neighbor Name
	Mailing Address
	T
own, ST Zip	

6. The Planning Board requests technical review and analysis of the proposed sketch plan by the Town designated Consultant and/or Engineer for the Town or other authorized persons. The applicant shall reimburse the Town for the professional fees required in accordance with said review(s). The same procedure shall apply in the case of the preliminary plat, § 188-13, and the final plat, § 188-14.
7. For submission of preliminary plat documents, see § 188-25.
8. For submission of final plat documents, see § 188-26.
9. For an application to be placed on the Planning Board agenda all of the above must be submitted to the Planning Board Clerk as per the Submission Schedule that is posted on the Town of Gardiner web site. There are no exceptions.
10. If there are any further questions concerning these procedures, please refer to the Code of the Town of Gardiner § 188 Subdivision of Land (attached), or call the Clerk of the Planning Board, at (845) 255-9675 ext. 108.

**TOWN OF GARDINER
PLANNING BOARD
Application for Major Subdivision**

(Accompanied by copies of the plat plan, subdivision fees and SEQR form)

1. Name of Subdivision _____.
2. Tax # Section _____ Block _____ Lot _____
3. Zoning District _____
4. Name of applicant(s) _____ Phone () _____
Address _____
Email _____
5. Owner of record _____ Phone () _____
Address _____
6. Engineer _____
Address _____
7. Land Surveyor _____
Address _____
8. Subdivision Location: On the _____ side of _____
9. Postal Delivery area _____ School District _____

10.Total acreage _____ Number of lots _____

11.Is any waiver of requirements from the Subdivision Regulations requested? _____

List all conditions holdings and all other holding in the same ownership in the Township, indicating size and location of such holdings.

Attached hereto is an affidavit of ownership indicating name of previous owner, the dates the respective holdings of land were acquired, together with the libber and page of each conveyance into the present owner as recorded in the Ulster County Clerk’s Office. This affidavit shall indicate the legal owner of the property and the date the contract of sale was executed. IN THE EVENT OF CORPORATE OWNERSHIP: a list of all directors, officers, and stockholders of each corporation must be attached.

STATE OF NEW YORK)
COUNTY OF ULSTER : SS:
TOWN OF GARDINER)

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

Name _____

Mailing Address _____

SWORN to before me this

_____ day of _____ 20_____

Date received by the Planning Board _____

TOWN OF GARDINER PLANNING BOARD
Subdivision/Lot Line Change Checklist

The following checklist items shall be incorporated on the Subdivision Plan or lot line revision prior to consideration for being placed on the Planning Board Agenda. This list is provided as a guide only for the convenience of the applicant. The Town of Gardiner Planning Board may require additional notes or revisions prior to granting approval.

1. ____ Complete Application Form (Original Copy). Sign and Notarize.
2. ____ Complete Agricultural Data Statement (if the property is within an Agricultural District containing a farm operation or within 500 feet of a farm operation located in an Agricultural District)
3. ____ Complete Applicant/Owner Proxy Statement (Original)
(MUST HAVE IF APPLICABLE)
4. ____ Complete Short EAF (Unless instructed to prepare Full EAF).
(Original and two copies)
5. ____ Fees as required, payable to the Town of Gardiner
(See Application Procedure Form for required fees)

SKETCH PLAN – MAJOR/MINOR SUBDIVISIONS & LOT LINE CHANGE

1. ____ Submit 4 copies
2. ____ Name and address of Applicant.
3. ____ Name and address of Owner or Subdivider.
4. ____ Name of Preparer.
5. ____ Subdivision name and location.
6. ____ Location Map at a scale of 1 inch = 2,000 ft. _____
7. ____ Title, date, scale the plat is drawn to (no more than 1 inch = 100 ft) and North arrow.
8. ____ Designation (in title) if submitted as sketch plan, preliminary plan or final plan.
9. ____ Include existing or proposed easements and other land use restrictions.
10. ____ Sketch of proposed area to be subdivided, proposed layout, roads, lots, etc.
11. ____ **FOR MAJOR/MINOR SUBDIVISION LOCATED IN SP-2 OR SP-3 ZONING SUBDISTRICTS:** Conservation Analysis per 220-12A of Zoning Law

PRELIMINARY PLAT – MAJOR SUBDIVISION ONLY

1. ___ Submit 4 copies.
2. ___ Preliminary Plat should contain all data required for the Sketch Plan above, in addition to the following information, except should be labeled “Preliminary Plat”.
3. ___ Provide 4" wide X 2" high box (**IN THE LOWEST RIGHT CORNER OF THE PLAN**) for use by Planning Board in affixing Stamp of Approval. (ON ALL PAGES OF SUBDIVISION PLAN).
SAMPLE:
4. ___ Tax Map Data (Section, Block & Lot). (PLEASE INCLUDE THE TAX MAP NUMBER IN THE CORNER OF THE APPROVAL BOX ALSO)
5. ___ Date of plat preparation and/or date of any plat revisions.
6. ___ Surveyor’s certificate.
7. ___ Surveyor’s seal and signature.
8. ___ Location, bearings and distances of tract’s boundaries prepared by licensed surveyor.
9. ___ Contour intervals of 5 feet, if topographic conditions are significant as determined by Planning Board.
10. ___ Name of adjoining owners and adjacent developments.
11. ___ The location and dimensions of all public properties, street lines, easements, zoning boundaries, or restrictions on the property.
12. ___ Location of existing and proposed sewers, water mains, leaching fields, culverts and storm drains, including pipe size and type, grades, direction of flow, and ownership.
13. ___ The location, width and approximate grade of all proposed streets with the approximate elevations shown at the beginning and end of each street, at street intersections, and at all points where there is a decided change in slope or direction.
14. ___ The area of the land included in the subdivision and the approximate location, dimensions, and area of all proposed or existing lots and land to be set aside for recreation and public purposes. The suggested location of buildings on lots will also be shown. All lots shall be numbered.
15. ___ Proposed provision of water supply, fire protection, sanitary waste disposal, stormwater drainage, street trees, street lighting, fixtures, signs, sidewalks, and easements.
16. ___ The location of all existing structures such as buildings and stone walls and all pertinent natural features that may influence the design of the subdivision such as watercourses, swamps, rock outcropping, wooded areas, and single large trees eight inches or more in diameter measured three feet above the base of the trunk within the subdivision and within 50 feet thereof. Where large trees occur in groupings or clusters, only the general outlines of said groups or clusters need be shown.
17. ___ The location, dimensions, and status of all covenants, deed restrictions, or easements proposed by the applicant.



18. ___Soil characteristics as determined by the United States Department of Agriculture, where available.
19. ___Other data which may influence the design of the proposed subdivision and the health, safety, and welfare of future residents. -

FINAL PLAT – MAJOR/MINOR SUBDIVISION ONLY

1. ___Submit 1 transparency as described in Section 188-26 B. of the Gardiner Town Code, 1 sepia copy and 3 prints.
2. ___Name of the subdivision; name, address and signature of the owner; subdivider; seal and number of the licensed professional engineer or land surveyor who prepared the plat; the Town of Gardiner and Ulster County.
3. ___A map of the location of the tract with respect to surrounding properties and community facilities such as roads, parks, and schools, at a scale of either 800 or 2,000 feet to the inch.
4. ___Date of preparation, graphic scale, approximate true north point, bearings and distances of tract's boundaries.
5. ___To the extent feasible, the current names of all adjoining property owners of record shall be indicated on the plat. Stamped envelopes, addressed to each of the owners of record of property, abutting or across the street from the tract, shall be submitted to the Planning Board.
6. ___The location and dimension of all public properties, streets, easements, building lines or restrictions on the tract.
7. ___The location of existing and proposed sewers, water mains, culverts, and storm drains, including pipe size and type, grades, direction of flow, ownership.
8. ___The location, width, grade, and names of all proposed streets, with elevations shown at the beginning and the end of each street, at street intersections, and at all points where there is a decided change in slope or direction shown on the plat.
9. ___Statement from subdivider's engineer giving estimated cost of construction of roads and other improvements to meet the requirements of these regulations, together with quantities and unit costs used in making the estimate.
10. ___Radii of all curves and lengths of arcs.
11. ___Profiles showing existing and proposed elevations along the center lines of all streets. Where a proposed street intersects an existing street or streets, the elevation along the center line of the existing street or streets, within 100 feet of the intersection, shall be shown.
12. ___The Planning Board may require a cross section where steep slopes exist, showing present elevations of all proposed streets every 100 feet at five points on a line at right angles to the center line of the street, and said elevation points shall be at the center line of the street, each property line, and points 30 feet inside each property line.
13. ___Plans and profiles showing the location and a typical cross section of street pavements, including curbs and gutters, sidewalks, manholes, and catch-basins; the location of street trees, street lighting standards, and street signs; the location, size and invert elevation of existing and proposed sanitary sewers, stormwater drains, and fire hydrants; and the exact location and size of all water, gas, or other underground utilities or structures.
14. ___The area of the land included in the subdivision, and the location, dimensions and area (in square feet or acres) of all existing or proposed lots and land to be set aside for recreation or public purposes. All lots shall be numbered for identification.
15. ___The location of all existing water bodies, swamps, or streams that will be retained or relocated or intended to be developed.
16. ___Sufficient data acceptable to the Town Engineer to readily determine the location, bearings, and length of all lines and to reproduce such lines on the ground.
17. ___The location of all existing and proposed monuments and markers.
18. ___Offers of cession, in a form satisfactory to the Town Board, of all land offered, or to be offered, for dedication for streets, highways, easements, parks or other public facilities.

19. ____Proposed covenants, deed restrictions, and easements proposed by the applicant.
20. ____The notations listed in Town of Gardiner Code Section 188-26 C. (19) shall be shown on the plat.

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