

***Application for Minor Subdivision  
Village of Richmondville Planning Board  
New York***

Application # _____ Date application received complete _____ Note: Only fill in date after sketch plan review completed and all necessary paperwork is received from applicant. Planning Board then has 45 days to hold a public hearing. A decision must be made within 45 days after the public hearing. <p style="text-align:center">Village PB Use Only</p>
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Dear applicant,

- ❖ Please read through the form and then complete all blanks.
- ❖ If an item is not applicable, write “n/a”.
- ❖ Attach additional sheets if necessary.
- ❖ Submit this application form along with the additional items indicated on this form.  
Complete #6, “Sketch Plan” before moving to #7.
- ❖ When application is received complete, sketch plan approved, and the Village Planning Board receives all additional forms, the “Date application received complete” located at the top of the form will be filled in by the PB Chair.
- ❖ Incomplete applications will not be considered.

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I (We), \_\_\_\_\_, hereby request a subdivision review from the Village of Richmondville Planning Board.

- 1. Applicant:**  
Name or Identifying Title: \_\_\_\_\_  
  
Address: \_\_\_\_\_  
  
Telephone Number: \_\_\_\_\_
  
- 2. Owner:**  
Name or Identifying Title: \_\_\_\_\_  
  
Address: \_\_\_\_\_  
  
Telephone Number: \_\_\_\_\_
  
- 3. Property:**  
Street Address: \_\_\_\_\_  
  
Tax Map Parcel #: \_\_\_\_\_  
Zoning District: \_\_\_\_\_  
Proposed Number of Lots and Sizes: \_\_\_\_\_

**4. Names of landowners within 250 feet of subject property (include other towns/village):**

Name: _____	Tax Map # _____
Name: _____	Tax Map # _____
Name: _____	Tax Map # _____
Name: _____	Tax Map # _____
Name: _____	Tax Map # _____
Name: _____	Tax Map # _____
Name: _____	Tax Map # _____
Name: _____	Tax Map # _____
Name: _____	Tax Map # _____

**NOTE:** Attach additional sheets if necessary. Once neighbor list is confirmed, you must mail notice of the subdivision and provide proof of mailing to the Planning Board.

**5. State Environmental Quality Review (SEQR)**

The applicant is responsible for completing the applicable SEQR Environmental Assessment Form (EAF) and submitting the EAF as part of this application.

Submitted with this application in accordance with SEQR is

- Part I of the Short Environmental Assessment Form (used for most subdivisions)
- Part I of the Full Environmental Assessment Form
- a Draft Environmental Impact Statement
- Nothing (This proposed action is a Type II action under SEQR)

**6. Sketch Plan**

For Sketch Plan -- Attach a general map of your proposed subdivision including all information listed in Article III, Section B (1) of the Village Subdivision Regulations. Complete this before moving on to #7.

**7. Checklist for Minor Subdivision**

Within six months of Sketch Plan approval – Submit items listed in Article IV (3) of the Village Subdivision Regulations.

**This Section is for Planning Board Use Only**

1. Was sketch plan reviewed and approved? Yes\_\_\_ No\_\_\_ Not Needed \_\_\_

2. For a complete application, did the applicant provide:

a. Completed application form? Yes\_\_\_ No\_\_\_

b. Part I of the SEQR EAF? Yes\_\_\_ No\_\_\_

c. Items listed in Article IV (3) of Sub Regs? Yes\_\_\_ No\_\_\_

*If 'No' is checked for any of the above, the application shall not be dated as received until the applicant has been given the chance to provide the missing information. If applicant refuses to give information, a hearing can proceed as long as applicant is aware that missing information may increase his/her chance of a denial.*

3. Is the parcel located in a mapped floodplain? Yes\_\_\_ No\_\_\_

4. Are State or Federal wetlands on the property? Yes\_\_\_ No\_\_\_

5. Do the proposed lots meet the area requirements in the zoning law? Yes\_\_\_ No\_\_\_

NOTE: *contact County Planning for help – 518-295-8770*

6. Is the parcel 500 feet from:

(a) a town or village boundary?  
Yes\_\_\_ No\_\_\_

(b) an existing or proposed county or state road or highway?  
Yes\_\_\_ No\_\_\_

(c) an existing or proposed county or state park or other recreation area?  
Yes\_\_\_ No\_\_\_

(d) an existing or proposed boundary of any county or state owned land on which a public building or institution is located?  
Yes\_\_\_ No\_\_\_

(e) a boundary of a farm operation located in an agricultural district?  
Yes\_\_\_ No\_\_\_

*If 'Yes' is checked for any portion of #6, the proposed action must be referred to the Schoharie County Planning Commission before making a final decision. Public hearing can be held in the meantime.*

7. For the public hearing, was notice placed in the paper five days prior to the hearing date? Yes\_\_\_ No\_\_\_

8. Prior to public hearing was a notice mailed out to all property owners within 250 feet of subject property? Yes\_\_\_ No\_\_\_

Planning Board Action: Date\_\_\_\_\_ Action Taken: Approved \_\_\_ Denied \_\_\_

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**The subdivision application (pages 1-3) is to be used by the applicant and the Planning Board as a guide. Check the applicable laws to make sure no information is missing and all procedures are followed. The Planning Board can amend the application at any time.**