

**APPLICATION TO PLANNING BOARD FOR REVIEW AND APPROVAL OF SUBDIVISION**



**CITY OF PLATTSBURGH**

DATE: \_\_\_\_\_

FEE: \$ **SEE FEE SCHEDULE**

**APPLICANT:** (Subdivider):

OWNER (If Different)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Plan Prepared by (Licenses Land Surveyor or Engineer):

Name: \_\_\_\_\_

Title of Plan \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Plans: \_\_\_\_\_

Location of Land to be Subdivided:

Street Address: \_\_\_\_\_

Tax Number of Parcel(s): \_\_\_\_\_

Zoning Use Designation: \_\_\_\_\_

Existing or Proposed Easements and any proposed covenants:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total site area (square feet or acres): \_\_\_\_\_

Ownership intentions (i.e., purchase options): \_\_\_\_\_

Current land use of site (commercial, residential, undeveloped, etc.)

\_\_\_\_\_

Current condition of site (building, brush, etc.)

\_\_\_\_\_

For subdivision involving extension of public street or utilities:

A. Start of construction and duration \_\_\_\_\_

B. Will development be staged? \_\_\_\_\_ If yes, explain:

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

Detail any requested exceptions to the requirements of the Subdivision Ordinance:

\_\_\_\_\_

Explain in detail the reason(s) for the requested subdivision:

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

The undersigned hereby requests approval by the Planning Board of the above identified subdivision plat:

**SIGNATURE:** \_\_\_\_\_

**INSTRUCTIONS:**

1. Type or print neatly only. Complete all blanks.
2. **VIA EMAIL:** Submit completed application and one location map, sketch plan, survey/subdivision plat, existing and proposed conditions, details and all information as required by the Subdivision Ordinance, Article 6, "Documents to be Submitted." Additionally submit a completed PART I SEQR Environmental Assessment Form. The application will be reviewed by Planning Staff for completeness and verification that all required information is provided. After review and acceptance, a Planning Staff member will provide a fee notice to paid with the City Clerk and the applicant is to submit twelve (12) sets of the accepted application and required information.
3. **Application Fee:** Upon acceptance of the application, Planning Staff will remit a payment memo to the applicant to be provided to the City Clerk along with payment of the application fee.
4. **Hard Copy Submission:** Upon payment to the City Clerk, the Applicant shall submit completed applications and attachments to:

Community Development Office  
Top (2<sup>nd</sup>) Floor  
41 City Hall Place Plattsburgh, N.Y. 12901  
(518)563-7642

NOTE: A sub-division review request cannot be placed on the Planning Board Agenda until Planning Staff certifies the submittal is complete and contains all information as required.