



Town of Granville Planning Board

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Town of Granville Subdivision Application & Instructions

****The Planning Board meets the 3rd Thursday of each month at the Town Hall at 7pm****

Additional applications are available at the Town Office

There is a process that must be followed to complete your subdivision application.

The process is as follows:

1. Sketch Plan approval by the Town Planning Board
2. Full application review by the Town Planning Board
3. Public Hearing
4. Planning Board final determination
5. Fees:
 - a. Minor Subdivision: \$100 for original lot, plus \$25 for each additional lot created up to 3 lots
 - b. Major Subdivision: \$200 for original lot, plus \$100 for each additional lot created, 4 lots or more
 - c. Lot line adjustment: \$100

*Fee are non-refundable, non-negotiable and not subject to approval or disapproval of the project

Ten days prior to the Planning Board meeting, the applicant must submit the following items to the Town Office (these items will be used by the Planning Board throughout the process listed above):

1. Six copies of the application
2. Six copies of a sketch of the property and the proposed changes (a copy of the tax map works well)
3. Completed Realty Subdivision Checklist
4. Completed Environmental Assessment Form
5. The names & mailing addresses of all adjacent landowners
6. Completed Agricultural Data Statement
7. Completed Owners Authorization Form

When all of the above items are submitted, the application will be placed on the agenda for the next Planning Board meeting. The applicant or their representative must attend the Planning Board meeting when the subdivision application is to be reviewed and be prepared to discuss the project. At this time the board will review the application and determine if the application is a major or minor subdivision and will make any recommendations for addition or corrections to the sketch plan. When the sketch plan is approved the applicant may submit the full application (i.e. Perk tests, survey maps and any other information requested by the Planning Board) along with the application fee.

A Public Hearing will be scheduled for a subsequent Planning Board meeting. After the Public Hearing, the Planning Board may make their final determinations. The Planning Board may approve, disapprove or approve with conditions and/or modifications. If the application is disapproved, the applicant may make changes and re-apply.

Once the application has been approved, two copies of a Mylar survey must be submitted to the Planning Board for approval stamp. One copy must be filed with the Washington County Clerk along with the completed Realty Subdivision Checklist within **90 days of final approval**. Failure to do so may result in nullification of the final approval.

Granville, NY
Application for Subdivision

I. Application Information and Directions

1. Applicant's Name: _____
2. Applicant's Address: _____

3. Phone Number: _____
4. Property Owner (if other than Applicant): _____
5. Property Owner Address: _____

6. Property Owner Phone Number: _____
7. The applicant shall fill out the application portions of Part II of this form as directed by the Development Administrator and attach such site plan and supplement information as is required by the Subdivision Regulations. For Minor Subdivisions the supplemental information requirements are contained in Article V, Sections 1 and 2 of the Subdivision Regulations. The procedures to follow are in Article III, Sections 2 and 6. For Major Subdivision the requirements are in Article V, Sections 1, 3 and 4. The procedures are in Article III, Sections 3, 4, 5, 6 and 7.
8. The information submitted herein is complete and correct and the applicant hereby acknowledges that he is making application for approval of subdivision or planned development and no work shall be initiated thereon until all requisite approvals have been achieved.

Applicant's Signature: _____

Date: _____

Granville, NY
Application for Subdivision

II. Subdivision Information

1. Location of parcel or tract to which application applies: _____

2. Street, Road and Number: _____
3. Tax Map/Deed Description or other reference: _____

4. Lot: _____ Block: _____
5. Zoning District(s) in which premises are located (if zoned): _____

6. Land Area in each proposed lot: _____

7. Describe existing use of premises: _____

8. Describe proposed project: _____

 - (a) Number of Lots: _____
 - (b) Number of proposed buildings: _____
 - (c) Type of Project: _____
 - (d) Responsibility of Roads: _____
 - (e) Type of and provision for utilities: _____
 - (f) Recreation facilities (as applies to major subdivision): _____

 - (g) Other improvements: _____

9. Site Plans: Attach those drawings and supplemental data as required in Article V of the Subdivision Regulations, for the applicable type of submission; i.e.: Sketch Plan, Preliminary Plat/Plan, Final Plat/Plan, As-Built Drawings.

Procedures for submission of application are included under Article III of Subdivision Regulations:

Applicant's Signature: _____

Date: _____

Granville, NY
Realty Subdivision Checklist

To be completed by owner/applicant or designated agent

Please answer the following questions regarding your subdivision application.

1. Number of lots* created by this subdivision: _____
2. Number of lots to be created of 5 acres or less: _____
3. Has this tract* of land been subdivided within the past 3 consecutive years? _____
4. If yes, please state the date(s) when the plats (maps) were filed with the Washington County Clerk's Office: _____
5. Number of lots created by all previous subdivisions of 5 acres or less: _____
6. Will the total number of lots of 5 acres or less from all subdivision (including the subdivision currently being created) exceed 5 lots? _____
7. Are there any existing restrictions on the use of the land including easements, covenants, or Agricultural District lines? _____
If 'yes', please provide a copy of such covenants and deed restrictions as are intended to cover all or part of the tract, pursuant to Local Law #1 of 2013, Article V, Section 5.3 (1) and Article VI, Section 6.3 (16).

***Definitions:**

The term lot(s) shall mean all lots, including non-contiguous lots, which are less than one-half mile from any point on the boundary of any lot in the tract of land to be subdivided.

The term tract refers to "any body of land, including contiguous parcel of land under one ownership or under common control of any group of persons acting in concert as part of a common scheme or plan." (Public Health Law, Article 11, Section 1115, Subdivision 2).

I, _____ hereby certify that the information given above and contained in this form is true and accurate.

Signature: _____ Date: _____