



TOWN OF CHESTER PLANNING BOARD

MINOR SUBDIVISION APPLICATION AND INSTRUCTIONS

(Minor Subdivision is defined as the division of a single parcel into at least two (2) but not more than four (4) lots, parcels or sites, whether adjoining or not, for the purpose of sale, lease license, or any form of separate occupancy in such a way that it does not require the construction of a new street or public utility, or the expansion or extension of an existing street or public utility for the parcels to be developed or the use of a waterfront access lot).

- I. Fill out and return this application along with all the requested information to the Town of Chester Zoning Office. Deadline for filing is ten (10) days prior to any regularly scheduled meeting. Meetings are held on the third Monday of each month at 7:00 PM, unless the third Monday falls on a holiday. **Applicants or their agents must be in attendance in order for their project to be reviewed.**
- II. Provide the following information, based on Section 5.01: Sketch Plan Application Requirements (Page 36 of the Subdivision Regulations of the Town of Chester).
 - a. The sketch plan shall consist of a drawing based on Tax Map information or some other similarly accurate base map at a scale (preferably not more than two hundred (200) feet to the inch) to enable the entire ownership of the subdivider to be shown on one sheet, and shall show:
 1. The location, including northerly directional arrow, of that portion of the subdivider's ownership which is to be subdivided in relation to the whole, and the location of nearby streets and roads.
 2. All existing structures, wooded area and permanent and intermittent watercourses, water bodies, and wetlands within the portion to be subdivided, and within two hundred (200) feet thereof.
 3. The name of the owner(s) of the property to be subdivided and of all adjoining property owners as disclosed by the most recent municipal tax records on file in the Assessor's office.
 4. The Tax Map Section, Block, and Lot numbers.

5. All available utilities and street that are either proposed, mapped, or built.
 6. The proposed lot layout, street layout, and any proposed recreation or open space areas.
 7. All existing restrictions on the use of the land including easements and covenants, along with any other Agency permits issued.
 8. All existing zoning districts and land use areas.
- III. Please indicate any means of sewage disposal, method of supplying water, and proposed means of handling storm drainage.
- IV. If application is represented by someone other than the owner of record, the **Authority to Act as Agent for Property Owner** form must be completed and attached to this application.
- V. Enclose a copy of your deed, as proof of ownership.
- VI. Complete the Short Environmental Assessment Form, filling out **Part One (1)** only.
- VII. Enclose a check made payable to: **TOWN OF CHESTER.**
- VIII. Include any applicable perk test results.
- IX. Attach **ten (10) copies** of the Application, including deed, survey map, and other required/additional documents you wish to present with application.

FILL OUT AND RETURN ATTACHED APPLICATION WITH ALL APPROPRIATE MATERIALS AND DOCUMENTATION TO THE ZONING OFFICE. NO INCOMPLETE APPLICATION WILL BE ACCEPTED FOR REVIEW AND FINAL PLAN SHALL CONFORM TO THE LAYOUT OF THE SKETCH PLAN AND REFLECT ANY AND ALL RECOMMENDATIONS MADE BY THE PLANNING BOARD.

Following preliminary review, the Plat to be filed with the County Clerk shall show:

- Proposed subdivision name, name of the Town and County in which it is located, and the names of all adjoining property owners.
- North point map scale, name and address of the subdivider, owner(s) of record, and engineer or surveyor, including license number and seal.
- Boundary lines of the property, and for each of the lots therein offered for sale to the public, if any, the boundary lines of such lots by actual field survey, giving complete descriptive data by bearings and distances, made and certified by a licensed land surveyor, and bearing the date of the completion of the survey. The corners of which ever part(s) of the tract may be offered for sale to the public shall also be located on the ground and marked by monuments, also to be shown on the plat.
- All existing structures, easements, wooded areas, and permanent and intermittent watercourses.
- **The size of the sheet upon which the final Plat is drawn shall not be more than 22 by 34 inches.**
- Design of all proposed on-site sanitation and water supply facilities, meeting the minimum specifications of the State Department of Health and the Town Sanitary Code.
- A copy of the deed(s) relating to the property to be subdivided, and such proposed covenants or deed restrictions intended to apply to the property in whole, or in part.



TOWN OF CHESTER
PLANNING BOARD
P.O. BOX 423
CHESTERTOWN, NY 12817

APPLICATION #: _____
DATE RECEIVED: _____
CLASS A: _____
OR
CLASS B: _____

APPLICATION FOR MINOR SUBDIVISION

Property Owner's Name: _____

Mailing Address: _____

Phone #: _____
Home Work Cell

Agent/Representative Name (if applicable): _____

Mailing Address: _____

Phone #: _____
Home Work Cell

Name of Applicant (if different than owner): _____

Mailing Address: _____

Phone #: _____
Home Work Cell

Location of Property (911 Address): _____
(Vacant lots are not assigned numbers until driveway exists).

Tax Map Parcel # (Section/Block/Lot) _____

Zone Classification (Check one): HAMLET: _____ LOW INTENSITY: _____
RURAL USE: _____ MOD. INTENSITY: _____
RESOURCE MANAGEMENT: _____ INDUSTRIAL: _____

Acreage: _____

Current Use of Property (Residential, Commercial, Undeveloped, etc). List **ALL** structures currently on parcel:

Proposed Project (Be Specific): _____

Location of Property (Description of how to find parcel): _____

Do you propose future development of any or all of the parcel? Yes _____
No _____

Explain: _____

Do wetlands exist on the property? Yes _____
No _____
Unknown _____

➤ If yes, what size area do they cover? _____

➤ If unknown, have you contacted the Adirondack Park Agency to visit the site and flag any wetlands?

Yes _____
No _____

If wetlands are present, will they be retained with the original parcel? Yes _____
No _____

Is an Adirondack Park Agency (APA) Permit required? Yes _____
No _____
Unknown _____

Have you applied for an APA Jurisdictional Determination or Permit? Yes _____
No _____
Unknown _____

If yes, please list which you have applied for: _____

IF CHECKED YES TO THE ABOVE QUESTIONS, PLEASE ATTACH ANY AND ALL CORRESPONDENCE.

PLEASE ATTACH ANY ADDITIONAL DOCUMENTATION THAT IS RELEVANT TO THIS PROJECT AND LIST BELOW:

In addition to the application fee, the Planning Board may charge an additional fee to developers of projects requiring legal and/or technical review. The fee charged to the project developer shall reflect the actual cost of such legal and technical assistance. In addition, if the Planning Board is the lead agency, pursuant to the State Environmental Quality Review Act (SEQRA), the Planning Board may charge an additional fee to recover the costs of preparing or reviewing a draft and/or final environmental impact statement, as set forth in the SEQRA Regulations at 6 NYCRR Part 617.

I, We, hereby authorize the Town of Chester, its employees and authorized agents access to the property for purpose of inspection.

Applicant's Signature

Date

AUTHORITY TO ACT AS AGENT FOR PROPERTY OWNER

I, _____, the owner of record of the property described in this application, hereby empower _____ to act as my agent and representative in conducting presentations to the necessary board(s) and in deliberations with the board(s) pertaining to my application. As my agent, He/She is empowered to act on my behalf in full. In so doing, I, the owner/applicant, understand that I am bound by any conditions imposed on my project and agreed to by my agent or by any conditions or restrictions imposed by my agent as part of the presentation.

Signature of Agent/Representative

Signature of Owner/Applicant

Date: _____ Date: _____

Notary: _____ Notary: _____

Local Law No. 1 of 2004 of the Town of Chester was duly passed by the Town Board on February 10, 2004, in accordance with the applicable provisions of law:

A LOCAL LAW REQUIRING APPROVAL OF NEW DRIVEWAYS ACCESSING TOWN ROADS IN THE TOWN OF CHESTER

Be it enacted by the Town Board of the Town of Chester, as follows:

1. **Legislative Intent:** The purpose of this Local Law is to provide for public safety by ensuring that driveways which access Town roads are situated in a location which will facilitate safe ingress and egress and constructed in a manner that will not interfere with drainage, maintenance or other use of the Town road. It is adopted pursuant to Municipal Home Rule Law S.10.
2. **Approval of Proposed Driveways:** Review and approval by either the Town of Chester Highway Superintendent or Deputy Superintendent shall be required prior to commencement of construction activities, including land clearing or grading, for any new driveway which is proposed to access a Town road. As part of this approval, the Superintendent or Deputy may require installation of a culvert, if necessary, to prevent drainage problems.
3. **Enforcement:** Any person who violates any provision of this Local Law shall be liable to a civil penalty of not more than two-hundred fifty dollars (\$250.00) for each day or part thereof during which such violation shall be continued. Alternatively, or in addition to an action to recover civil penalties as provided above, the Town Board may institute any appropriate action or proceeding to prevent, restrain, enjoin, correct or abate any violation of or to enforce any provision of this Local Law.
4. **Repealer:** All Local Laws or ordinances or parts of Local Laws or ordinances in conflict with any part of this Local Law are hereby repealed.
5. **Effective Date:** This Local Law shall take effect upon filing in the office of the New York State Secretary of State.

- FOR OFFICIAL USE ONLY -

**FINDINGS OF THE PLANNING BOARD FOR MAJOR OR
MINOR SUBDIVISION**

Application #: _____

Owner's Name: _____

Tax Map Parcel #: _____

The Town of Chester Planning Board has considered this application in the light of the review considerations contained in Section 3.01 of the Subdivision Regulations of the Town of Chester. The Planning Board action on this project is as follows:

Application is deemed complete: _____

Preliminary approval contingent upon the following conditions or modifications: _____

The application is **disapproved**¹ for the following reasons:

Planning Board Chairperson

Date

¹ Disapproval does not preclude your rights to apply for Preliminary or Final Plat approval.