

TOWN OF Madison
P.O. Box 66
Madison, NY 13402

Subdivision Application Instructions

1. To assist the Planning Board in reviewing and processing this application, it is necessary that certain information be provided to the Planning Board. This information is found to be the minimum information necessary to deem the application complete and allow the application to be scheduled for a Planning Board meeting and a public hearing (if required). At the time of the hearing, the Planning Board reserves the right to request additional information as may be needed to make an informed decision. The following are the minimum submission requirements for the purpose of this application.

- a) Eight (8) copies of this Application form.
- b) Eight (8) copies of Environmental Assessment Form. Short Environmental Assessment form can be used for "Unlisted Actions" only.
- c) Eight (8) copies of a preliminary subdivision plat showing the lots to be subdivided. The preliminary plat will be prepared by a Professional Engineer, Licensed Surveyor, Architect or Landscape Architect licensed by the State of New York, and shall bear his seal and signature.
- d) One (1) copy of property deed to be subdivided.

2. Application fee schedule:

- 1. Major Subdivision: \$150.00
- 2. Minor Subdivision: \$50.00
- 3. Re-Subdivision: \$50.00

This fee is to be paid with the submission of the Subdivision Application. You will not be scheduled for a Planning Board meeting or public hearing until your application fee is paid.

Fee Amount Paid: _____ **Date:** _____

Application and Fee Received by:

Name/Title

SUBDIVISION APPLICATION

Applicants/Owner Information

Applicants Name: _____

Applicants Address: _____

Phone: _____ Date: _____

Complete if different from Applicant (if the applicant is not the owner, a notarized statement authorizing the applicant to submit this application is required.)

Property Owner(s) Name: _____

Address: _____

Phone _____

Property Information

1. Tax Map Number(s): _____
2. Total acres of subdivision: _____
3. Total number of subdivided lots requested: _____
4. Purpose of the subdivision: _____
5. Property taxes current: Yes _____ No _____
6. Is the Property located in a federal or state designated wetlands?
Yes _____ No _____
(if "Yes" the wetland area must be shown on preliminary plat)
7. Is the property located in a FEMA Floodplain or Floodway?
Yes _____ No _____
(if "Yes" the floodplain area must be shown of preliminary plat)
8. Current Water Source: _____ Sanitary System _____

TO THE PLANNING BOARD, TOWN OF MADISON, NEW YORK:

The application for Subdivision Respectfully states:

1. Applicant is the owner, owner's representative, or purchaser (purchaser under contract) of the subject property, which is located at the street address above, or if none, give a general legal description of the property.
2. The current land use of the subject property is: _____

3. Subject property is in which volunteer fire department district.
a. Madison _____ b. Hamilton _____ c. Other: _____

4. The name of the school district in which the subject property is located is:

5. Upon information and belief, the names and addresses of all adjoining property owners are as follows:

Name	Address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Continue on another sheet if needed

6. Applicant agrees that they are aware of the requirements as contained in the Subdivision Law and Regulation of Town of Madison, as amended, and in the event that all required documents are not furnished to the Planning Board at the time of submission of this application, the applicant hereby agrees that they waive any and all rights which might otherwise accrue to them by virtue of Section 276 of the Town Law of the State of New York.

Printed Name of Owner/Applicant

Signature

Printed Name of Owner/Applicant

Signature

If owner/applicant is a business/corporation please complete the following

(Corporate Name)

Address

Printed Name of Owner/Corporate Officer

Signature

Individual Acknowledgment

State of New York)

County of Madison) ss:

On this _____ day of _____ 20____, before me personally came and appeared _____, to me known, and known to me to be the person described in and who executed the foregoing Application for Subdivision and he/she/they duly acknowledged to me that he/she/they executed the same.

Notary Public

Business/Corporate Acknowledgment

State of New York)

County of Madison) ss:

On this _____ day of _____ 20____, before me personally came and appeared _____, to me known, who being by me duly sworn did depose and say that he/she resides at _____ that he/she is the _____ of _____, the corporation described in and which executed the forgoing Application for Subdivision; that he/she knows the seal of said corporation; that one of the seals affixed to said instrument is such seal; that it was so affixed by order of the directors of said corporation and that he signed his name thereto by like order.

Notary Public



FOR PLANNING BOARD USE ONLY

1. Planning Board Date: _____

2. Public Hearing Required: Yes _____ No _____

Public Hearing Date: _____

3. Subdivision Approved: Yes _____ No _____

If approved, any conditions: _____

If Denied, state reason(s): _____

Planning Board Chair Signature: _____

Date: _____