

**TOWN OF KINGSBURY – OFFICE OF CODE ENFORCEMENT  
6 MICHIGAN STREET, HUDSON FALLS, NEW YORK 12839  
PHONE: 747-2188 EXT. 3008  
APPLICATION FOR A SUBDIVISION**

DATE: \_\_\_\_\_ APPLICATION #: \_\_\_\_\_ CLASS: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROPERTY LOCATION: \_\_\_\_\_ ZONE: \_\_\_\_\_

TAX MAP NUMBER: \_\_\_\_\_ TOTAL ACREAGE OF PROPERTY: \_\_\_\_\_

NUMBER AND SIZE OF PROPOSED LOTS: \_\_\_\_\_

ATTACH DESCRIPTION OF CURRENT SITE CONDITIONS INCLUDING EXISTING BUILDINGS, STREAMS, SOIL CONDITIONS, FOLIAGE AND CHARACTER OF SURROUNDING LANDS.

ATTACH A DETAILED DESCRIPTION OF ANY EASEMENTS, COVENANTS OR OTHER RESTRICTIONS ON THE PROPERTY. INCLUDE ANY PRIOR TOWN PLANNING OR ZONING DETERMINATIONS IN THIS DESCRIPTION.

ATTACH A SKETCH PLAN DRAWING WITH NARRATIVE AS REQUIRED, AS PER THE CHECKLIST IN THE INSTRUCTIONS FOR THIS APPLICATION.

WRITTEN CONSENT MUST BE ATTACHED FOR AN AGENT TO ACT ON THE OWNERS BEHALF.

APPLICANT MAY BE RESPONSIBLE FOR CERTAIN COSTS INCURRED BY THE TOWN RELATING TO THIS APPLICATION.

APPLICATION, DRAWINGS AND SUPPORTING DOCUMENTS SHOULD BE SUBMITTED **LEGIBLY** IN 12 COPIES. PLEASE NOTE: IF THE PLANNING BOARD SECRETARY NEEDS TO MAKE COPIES ON AN APPLICATION WITH LESS THEN TWELVE SETS, THE TOWN COPY FEE RATES WILL BE ADDED TO THE APPLICATION COST.

APPLICATION FEE MUST ACCOMPANY THIS APPLICATION.

DATE: \_\_\_\_\_ APPLICANT SIGNATURE: \_\_\_\_\_

OFFICE USE

APPLICATION #: \_\_\_\_\_ FEE: \_\_\_\_\_

HEARING DATES: \_\_\_\_\_ RESULT: \_\_\_\_\_

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CHECK LIST FOR SKETCH PLAN OF SUBDIVISION  
IF YOU ARE UNABLE TO PROVIDE INFORMATION ON SKETCH  
PLEASE PROVIDE A NARRATIVE DESCRIPTION

- ❖ SUBDIVISION NAME, NAME AND ADDRESS OF APPLICANT, OWNER OF PROPERTY, TOWN AND COUNTY IN WHICH SUBDIVISION IS LOCATED.
- ❖ NORTH ARROW, SCALE AND DATE.
- ❖ PROPERTY BOUNDARIES, AND ADJACENT NEIGHBORS.
- ❖ EXISTING PROMINENT CONTOURS AT 10-FOOT INTERVALS.
- ❖ DESCRIPTION OF THE METHOD OF SEWAGE DISPOSAL AND LOCATION, DESIGN AND CONSTRUCTION MATERIALS OF SUCH FACILITIES.
- ❖ DESCRIPTION AND METHOD OF SECURING WATER, AND LOCATION, DESIGN AND CONSTRUCTION MATERIALS OF SUCH FACILITIES.
- ❖ OTHER ELEMENTS INTEGRAL TO THE PROPOSED DEVELOPMENT AS MAY BE CONSIDERED NECESSARY BY THE PLANNING BOARD OR THE APPLICANT.

**ACCELERATED MINOR SUBDIVISION PROCEDURE**

THE APPLICANT MAY ELECT TO SUBMIT A COMPLETED APPLICATION, INCLUDING A REPRODUCIBLE PLAT IN ACCORDANCE WITH CHAPTER 240-20 OF ARTICLE IV. IF THE SUBDIVISION IS CLASSIFIED AS MINOR, AND THE APPLICATION IS DEEMED COMPLETE, THE PLANNING BOARD MAY ACCELERATE THE APPROVAL PROCEDURE.

THE COMPLETE TEXT OF THE SUBDIVISION ORDINANCE IS AVAILABLE AND WILL BE PROVIDED WITH ALL MAJOR SUBDIVISION APPLICATIONS AND UPON REQUEST WITH MINOR SUBDIVISION APPLICATIONS.

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**COUNTY CLERK REQUIREMENTS  
FOR FILING SUBDIVISION MAPS**

- 1) MAP MUST BE ON A MYLAR
- 2) PLANNING BOARD HAS SIGNED MAP OR IS ON THEIR LETTERHEAD (WE DO NOT CHECK DATES)
- 3) REAL PROPERTY CERTIFICATION
- 4) 10 YEAR TAX SEARCH FROM TREASURERS. IF TAXES HAVE BEEN LEVIED, WE ALSO NEED COPY OF PAID TAXES
- 5) DOH CERTIFICATE
- 6) SURVEYORS SEAL (SIGNED)
- 7) SURVEYORS CERTIFICATION (SIGNED)  
(CAN BE ON MAP OR LETTERHEAD)

WE WILL THEN SEND LETTER TO PLANNING BOARD STATING DATE AND MAP NUMBER  
PLEASE MAKE SURE INK IS DRY ON MYLAR AS IT COULD RUB OFF REMOVING LINES.