



www.shandaken.us

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TOWN OF SHANDAKEN PLANNING BOARD SUBDIVISION INTO TWO, THREE OR FOUR PARCELS INFORMATION & REQUIREMENTS

PLEASE NOTE: The following is a guide and is not intended to replace the actual provisions of the Subdivision Regulations (Section 105 of the Code of the Town of Shandaken), which stipulate that the division of a parcel of land requires the approval of the Planning Board, acting on an application submitted by the owner and following their inspection and review of plats and other required documents and the holding of a Public Hearing. Copies of the Subdivision and Zoning Regulations are available for a fee from the Shandaken Town Clerk. It's recommended that all those interested in subdividing should purchase these regulations so as to have a more thorough understanding of the Town Laws relative to Subdivision and/or construction. Real Estate Subdivisions (consisting of five or more proposed lots) require additional information and an EAF Long Form.

PRELIMINARY PLAT: AT LEAST TEN (10) DAYS PRIOR TO A SCHEDULED PLANNING BOARD MEETING, the owner or his representative should submit eight (8) copies of a completed application together with an SEAF form and the Preliminary Plat (4 copies), prepared by a licensed land surveyor or licensed professional engineer, showing in detail the proposed layout, including Zoning and Flood Plain Lines, adjacent owners, existing easements and restrictions and those proposed. Further information as to topography, grades, drainage, water supply and sewer disposal may also be required. Private roads, not intended for dedication to the town, will be subject to review as to adequacy, location, construction and in addition to identifying their ownership, copies of agreements or other documents providing for and fixing responsibility for their construction and future maintenance. Plats must state therein: "Roadways shown are not intended for dedication to the town of Shandaken for public highways, and no person, persons or corporation will hold the Town of Shandaken liable or responsible for any situation, at any time, resulting from or caused by the condition of the roadway(s) shown, including but not limited to: width, grading, curves, surface snow or ice, water, slides, bridges, culverts, and ditches."

PRE-APPLICATION CONFERENCE: Prior to the preparation of a detailed proposal, the applicant may elect to make an appointment for an informal presentation of the proposal at a regularly scheduled workshop or meeting of the Planning Board. In this event, eight (8) copies of the completed application and sketch plan showing the basic layout of the property, which may be prepared by the owner, should be submitted. There is no fee for this informal service.

FEES: An application processing fee of thirty-five dollars (\$35.00) PER lot, payable to the Town of Shandaken, plus a payment of seventy-five dollars (\$75.00) PER lot, payable to the Town of Shandaken Recreation fund, in lieu of a land reservation (two separate checks). These fees must be paid PRIOR to the Public Hearing.

PUBLIC HEARING: When the Board determines that all necessary information has been collected and reviewed, a date for the Public Hearing will be established and advertised. All abutting neighbors must be provided with an opportunity to attend this hearing. This is accomplished by notification via Certified Mail, the cost of which is borne by the applicant, who will be required to submit payment as and when notified. Planning Board should hand down a decision within forty-five (45) days.

SUBDIVISION PLAT IN FINAL FORM: A mylar plus a minimum of seven (7) and maximum of ten (10) copies of the Final Plat, in one of the following dimensions: 8 ½ x 11, 17 x 22, 22 x 34, or 24 x 44 inches, must be signed by the owner and surveyor and submitted within six (6) months following the Board's approval of the Preliminary Plat. If the Board determines that there's no need for a second public hearing, it'll authorize the signing of the Final Plat. The town will retain four (4) copies, returning the mylar and all other signed copies to the applicant. **Final Plats not filed by the sub-divider with the Ulster County Clerk within sixty (60) days of Planning Board approval, are null and void.**

PLANNING BOARD MEETINGS: Scheduled monthly meetings are held on the second Wednesday of each month, at 7:00 P.M. at the Shandaken Town Hall. Workshop meetings are the last Wednesday of each month. Special meetings may be scheduled from time to time. Requests for inclusion of an item on the agenda should be made at least 10 days prior to the monthly meeting.

OFFICE HOURS: The Planning/Building/Zoning office is open Monday – Thursday 9am-3pm, or by appointment.