



MINOR SUBDIVISION CHECKLIST

Pursuant to [§ 104-9 Minor subdivisions](#), please submit the fourteen (14) copies of the following:

Preliminary layout. The subdivider shall prepare a preliminary layout, consisting of a drawing made to scale of the subdivision showing or together with the following information:

- (1) Tract boundary with bearings and distances, and tract area.
- (2) Topographical data containing existing drainageways. USGS topographic mapping with five-foot contours is acceptable. Additional topography may be requested at the discretion of the Planning Board.
- (3) Location of all natural features such as wooded areas, marshes and rock outcrops.
- (4) Proposed lot lines and lot dimensions for residential lots.
- (5) Names and right-of-way widths of streets within 100 feet of the tract boundary.
- (6) Location of existing utilities, septic systems and wells on and adjacent to the tract.
- (7) Location, dimensions and purpose of any easements on and adjacent to the tract.
- (8) Number to identify each lot; address to be indicated.
- (9) Purpose for which sites other than residential lots are dedicated or reserved and their location.
- (10) Minimum setback lines on all lots and other sites.
- (11) Names of owners of record of adjoining unplatted land.
- (12) Title of subdivision, scale of layout map, North arrow and date.
- (13) Site data summary, including number of residential lots, typical lot size.
- (14) Proposed water supply and sanitary wastewater disposal method. If on-site wastewater disposal is proposed, percolation rate and test pit information shall be provided.
- (15) If an on-site water supply is to be utilized, a note stating: "All lot sales shall be contingent upon a contract addendum for the location of water, flow capacity and potability in accordance with the New York State Health Department standards."
- (16) A stormwater management report may be required as determined by the Planning Board.
- (17) For site disturbance of greater than one acre, a SWPPP prepared in acceptance with NYSDEC requirements will need to be submitted for review. The Town will require that a notice of intent (NOI) for construction activities be submitted to NYSDEC and a copy of the acknowledgement of permit coverage be submitted to the Town prior to the start of any construction activities. All proposed erosion controls and water quality measures are to be shown on the subdivision plans.
- (18) All regulated wetlands, classified streams and 100-year floodplain boundaries shall be included where appropriate.
- (19) The final plat shall contain the signature and seal of a land surveyor, or a professional engineer and a land surveyor, both registered in New York State, or a qualified land surveyor under § 7208, Subdivision n, of the Education Law.
- (20) Nature of any deed restrictions or protective covenants whereby the owner proposes to regulate land use in the subdivision and otherwise protect the proposed development.
- (21) A statement of intent which enables the Planning Board to determine the adequacy of the trees to be retained and/or planted throughout the subdivision.
- (22) At the determination of the Planning Board, any remaining lands which can be further subdivided and qualify as a major subdivision, a sketch plan for this tract may be required.



**TOWN OF BALLSTON
PLANNING BOARD**

PROJECT NAME: _____

Application for preliminary plat approval. The subdivider shall file an application for conceptual approval of his or her preliminary layout. The application shall:

- (1) Be made on forms available at the office of the Building Department.
- (2) Include all land which the applicant proposes to subdivide.
- (3) Be accompanied by 14 copies of the preliminary layout as specified in § 104-7.
- (4) Include a complete short environmental assessment form.
- (5) Be submitted to the Planning Board not less than 21 days prior to a regularly scheduled meeting.
- (6) Be accompanied by a fee according to the most recent fee schedule which is established periodically by the Town Board.
- (7) All items contained in the Town Review Checklist are to be completed by the applicant for a complete application. The project will be placed on the agenda if the application is considered complete by the Town Building Department.