

SUBDIVISION APPLICATION

CONTACT INFORMATION

TOWN OF FORT ANN PLANNING BOARD

Barb Burch, Planning Board Secretary

80 George Street

PO Box 314

Fort Ann, NY 12827

Phone: 518-223-2031

Email: **planningboard@townoffortannny.com**

PAYMENT OF FEES

All fees for projects presented to the Planning Board for review must be included with the application. Please make checks payable to the Town of Fort Ann. Packets may be mailed to the above address (please put to the attention of Planning Board or Barb Burch), or you may drop packet off during regular Town Hall business hours. There is also a drop box available if you drop it off after hours.

NOTE: There are NO REFUNDS if project is withdrawn.

TOWN OF FORT ANN PLANNING BOARD

Subdivision Application Process

Step 1. All subdivision applicants must have the following forms completed and returned to the Planning Board Secretary at least **TWELVE (12) days** prior to the meeting of said month.

1. Subdivision Application Form
2. Short form Environmental Assessment Form (EAF)/SEQR
NOTE: If doing a MAJOR SUBDIVISION a LONG FORM ENVIRONMENTAL ASSESSMENT FORM must be completed (only Part 1 for the preliminary review)
3. A copy of the deed to parcel indicating the applicant is the owner of parcel
4. A copy of the Tax Map showing the location of the parcel including a tax map number
5. An Agricultural Data Worksheet
6. Authorization Form (if applicable)
7. A sketch plan of the subdivision
8. Adirondack Park Agency (APA) approval letter (if applicable)
9. **Eight (8) copies** of all the above forms
10. A check for all fees related to the Subdivision Application. Fees required are:

REGULATION/APPLICATION FEE	\$ 25.00
SUBDIVISION FEE	
MINOR = 3+1 LOTS	\$ 50.00
MAJOR = 4+MORE LOTS (1 st Lot)	\$ 500.00
(Each additional lot)	\$ 250.00
PUBLIC HEARING FEE	\$ 40.00

ENGINEERING FEES \$ 100.00 - \$1,000.00
(To be determined by the Engineer after your Subdivision Project has been approved)

NOTE: All Engineer and legal review fees must be paid in full prior to any signatures of Town Officials.

Step 2. The applicant or representative must be present at the meeting of said month to answer questions and discuss their project with the planning board members. The meetings are held at the **TOWN HALL IN FORT ANN** on the **first (1st) Tuesday of the month at 6:00PM**. Then a determination will be made if this is a Minor or Major Subdivision project.

- Step 3. **A PUBLIC HEARING** must be held on all Subdivision Applications (except Family) in The Town of Fort Ann. This Public Hearing is usually held the month after the Planning Board accepts your application as being complete.
- Step 4. The applicant shall provide a Final Subdivision application within **SIX (6) MONTHS** after the preliminary plans have been accepted.
- Step 5. For the Final Subdivision Review: **EIGHT (8) COPIES** of all revised and final sketch a Plans and paperwork, including any letters of approval and any Jurisdictional

**FORT ANN PLANNING BOARD
APPLICATION FOR SUBDIVISION**

NOTE: Please read the Subdivision Ordinance prior to completing this application form

Title of Subdivision _____

APPLICANT INFORMATION

Name _____

Address _____

Phone _____ FAX _____

PROPERTY OWNER INFORMATION

Name _____

Address _____

Phone _____ FAX _____

Is this property located in the Adirondack Park? YES _____ NO _____

ENGINEER AND/OR LAND SURVEYOR

Name _____

Address _____

Phone _____ FAX _____

CONTRACTORS

Name _____

Address _____

Phone _____ FAX _____

EXACT LOCATION _____

LIST ALL EXISTING EASEMENTS AND/OR DEED RESTRICTIONS _____

Attach a list of all abutting property owners and property owners directly across adjoining roads with correct mailing addresses

Lots will be (check appropriate line) Rented _____ Leased _____ Sold _____

The Town of Fort Ann Planning Board is hereby requested to authorize the following variance to or waivers of its regulations regarding the subdivision of land in the Town of Fort Ann

The Fort Ann Planning Board does employ an Engineer and Legal Counsel to assist in the review of Subdivision Applications. All costs for each service shall be borne by the Subdivider. In addition, the Planning Board reserves the right to request advance deposits to cover such reviews as it sees fit.

The undersigned hereby acknowledges receiving a copy of the afore mentioned regulations and hereby requests review by the Town of Fort Ann Planning Board of the above identified Subdivision.

Signature of Property Owner

Date

Signature of Applicant

Date

The remaining pages of this packet contain the Town of Fort Ann Local Law for the Regulation of Subdivision Projects.

These pages are informational only and do not need to be included with the application packet that you will copy and return to the Planning Board.