

TOWN OF NORTHUMBERLAND

Preliminary Checklist for Minor Subdivision Approval

Project _____

Owner _____

Phone# _____ SBL# _____

A. General

- _____ 1. Owner obtain a copy of the Town Subdivision Regulation (attached)
- _____ 2. Application for Subdivision submitted for inclusion on Planning Board agenda no later than 15 days before any meeting (attached).
- _____ 3. Submit a complete set of all drawings to the Town Engineer

B. Pre-application Conference

- _____ 1. Provide:
 - _____ a. 3 copies of sketch plan
 - _____ b. Aerial photo
 - _____ c. Soils map
 - _____ d. Topo map
- _____ 2. Discuss nature of proposal

C. Preliminary Review

- _____ 1. a. Application
- _____ b. Application fee
- _____ c. ESCROW
- _____ d. Environmental assessment form (attached)
- _____ e. 3 copies of Preliminary plat
- _____ f. Deeds
- _____ g. Protective covenants
- _____ h. Provide letters of "no effect" from NYSDEC and the Office of Parks and Recreation

ADDITIONAL ITEMS WILL BE REQUIRED BY THE TOWN OF NORTHUMBERLAND PLANNING BOARD AFTER PRELIMINARY APPROVAL