

Application # : _____

Tax Parcel # : _____

Requirements of a Subdivision Application & Survey Part II



Note: This is a simplified outline to assist the applicant.

For detailed requirements refer to the Code of the Town of Urbana.

Name of Applicant: _____

Property Owner: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

A.

1. Completed **Subdivision Application, Part I & Part II.**
2. Paid receipt for application.
3. Names & addresses of all adjoining property owners.
4. Copies of any deed restrictions, covenants, or rights of way pertaining to all or part of the tract.
5. An Environmental Assessment Form (SEQR), with Part One completed.
6. A copy of the deed.
7. Copies of paid tax receipts.
8. The Tax Map sheet, block and lot numbers.
9. Other: _____

B. Six (6) copies of a survey map by a licensed surveyor with the following information:

1. The location of that portion to be subdivided in relationship to the entire tract.
2. All existing structures, wooded areas, streams, and other significant features.
3. The names of the owners of all adjoining properties. Reference on map.
4. All utilities (wells, gas lines, water, etc.)
5. Dimensions of ALL existing and proposed lot lines (width and depth).
6. Area of the entire tract in acres.
7. Area of the newly created lots in acres.
8. Any existing easements, covenants or similar restrictions.
9. Dimensions of existing structures and distances from structures to lot lines.
10. Location of wells, including distances to structures and lot lines.
11. Location of sewage systems, including distances to structures and lot lines.
12. The following items identified by the SKETCH PLAT REVIEW, if requires see attachment.

C. Copies of a satisfactory report from the Watershed Inspector:

- Required
- Not Required

When items A, B, and C are submitted, the CEO will review the materials.

D. The Code Enforcement Officer will review the application and notify the applicant, in writing, of any errors, omissions, or additional requirements. Upon receipt of a completed application the CEO will forward the application to the Town Clerk who will notify the Planning Board.

E. The Planning Board will review the application.

The applicant will be notified by mail of the time and date of the public hearing.