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Police: (845) 688-9902
Town Clerk: (845) 688-5004
Justice Court: (845) 688-5005
Assessor: (845) 688-5003
Assessor Fax: (845) 688-5708
ZBA/ZEO/Planning: (845) 688-5008
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"The Heart of the Park... Where the Eagle Soars"

www.shandaken.us

P.O. Box 134, 7209 Rte. 28, Shandaken, NY 12480

TOWN OF SHANDAKEN PLANNING BOARD SUBDIVISION INFORMATION AND 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 may be reviewed on the Town's website at www.shandaken.us. It's recommended that all those interested in subdividing should review 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 the Planning Board meeting, eight (8) copies of the application and all supporting documentation, plus four (4) copies and a PDF copy of the preliminary plat, 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 shall be submitted to the Building Department with applicable fees. 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: The application fee for Subdivision is \$150 PER lot, payable to the Town of Shandaken. Debit and credit card payments are accepted by the Town Clerks office.

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.

Subdivision Plat in Final Form: A mylar, PDF copy, and 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 will 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 pm at the Shandaken Town Hall. Workshop meetings are the last Wednesday of each month. Requests for inclusion of an item on the agenda should be made at least ten (10) days prior to the monthly meeting.

Application for Subdivision

Applicant Information (if applicant is not the owner of the property, a notarized Agent Authorization form must be submitted)

_____ Name	_____ Name of Owner if other than Applicant
_____ Mailing Address	_____ Mailing Address
_____ City/State/Zip	_____ City/State/Zip
_____ Contact Number	_____ Contact Number

Property Information

Section _____ Block _____ Lot _____ Zoning District _____ Size _____ acres
Physical address: _____ which is on the _____
side of _____ road/street/lane, in the Hamlet of _____,
within _____ feet of State/County Highway # _____ in the Town of
Shandaken.

Representative Information

_____ Surveyor or Engineer (preparing the plat)	_____ Other Representative
_____ Mailing Address	_____ Mailing Address
_____ City/State/Zip	_____ City/State/Zip
_____ Contact Number	_____ Contact Number

About the Subdivision

Total area owned at site: _____ acres, currently in _____ parcels to be subdivided into a total of _____ parcels, individual lot acreage as follows:

Lot #1: _____ Lot #2: _____ Lot #3: _____ Lot #4: _____

(If more than four (4) parcels, attach separate page, and request Long Form EAF, required for major subdivisions.)

Easements, covenants, or other restrictions now applying to the property:

Purpose of subdivision/proposed use of property:

The undersigned, as individual owner(s) or as a qualified officer of the corporation of the above-described property request approval of a proposed subdivision of that property in accordance with a plat to be submitted with required supporting data as provided in the subdivision regulations in the Town of Shandaken and hereby authorize entry upon the property for site inspection by members and authorized representatives of the Planning Board.

Signature(s) _____

Date _____

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone:		
		E-Mail:		
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>	YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:			NO <input type="checkbox"/>	YES <input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ acres				
b. Total acreage to be physically disturbed? _____ acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, are adjoining or near the proposed action:				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):				
<input type="checkbox"/> Parkland				

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest Agricultural/grasslands Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		