

TOWN OF WOODSTOCK PLANNING BOARD
SUBDIVISION APPLICATION CHECKLIST

Please note: this list is a guide only and is not all-inclusive. During the application review process, additional copies and/or information may be requested.

- \$100 Application Fee made payable to Town of Woodstock
- Requested # of copies of application and required attachments, *including*:
 - Signed & completed Part 1 of Town of Woodstock Short Environmental Assessment Form (EAF) (Do not complete Part 2)
 - Copy of tax map(s) for subject parcel, and list of names, addresses and tax map #s for all contiguous property owners per current Assessment Roll
- Requested # of copies of sketch plats certified by Licensed Land Surveyor or Professional Engineer (see additional info below)
- Signed Authorization to Represent Applicant form, if applicable
- Signed Permission to Inspect Property
- Completed Waiver Request form, if applicable
- Sketch and Preliminary plats must include:**
 - Area map
 - Actual field survey
 - Stamp/signature blocks for owner(s) including statement: *"I/We hereby grant my/our approval to this plat and consent to the filing of it in the Office of the Ulster County Clerk"*. Also provide a signature block for Planning Board's endorsement with the PB's assigned case number. (Clerk can provide block samples, case #s, if necessary)
 - Areas of parcel subject to periodic inundation of stormwater, wetlands, wet areas, streams, ponds, other natural or manmade bodies of water or drainageways (ditches, swales, culverts) + any proposed drainage improvements
 - All Zoning District boundaries, where applicable
 - Documentation regarding all rights-of-way and easements, incl. utility easements (existing or proposed), where applicable
 - Septic system(s) and reserve area locations
 - Well location(s)
 - Proposed new and/or deleted lot lines (properly labeled, see below); buildings; roads; road specifications; road names and any signage details; parking; driveways and driveway design standards; highway work permit/curb cut approvals
 - Tabular Summary: table showing the Area & Bulk Regulations for the Zoning District and how proposed action complies/doesn't comply, including proposed setbacks, lot areas, etc. (refer to Town Zoning Law, Schedule of Area & Bulk Regulations, 260 Attachment 2. Sample summary is included in application packet)
 - Date, North arrow, map scale, name & street address of owner(s)/subdivider
 - Tax map numbers (Section-Block-Lot) and proposed Subdivision Name (if different than owner's name)
 - Place this note on all plats: "Planning Board approval of this map does not waive any zoning violations which may exist with respect to this/these lot(s)."

In addition for Lot Line Revisions:

- Show proposed new and existing lot lines as solid lines. Label proposed lines as "new lot line". Use dashed or hash-marked lines to show which lines will no longer exist, and label them as "old lot line to be removed".

(continued)

Subdivision Checklist continued:

Lot Line Revisions (cont.):

- Place note on plat: "*Proposed lot lines to supersede previous configuration of lots. Previously approved and filed lot lines to become null and void*".
- Add note to plat (if applicable): "The ___-acre parcel shown hereon shall merge and become one with the ___-acre parcel adjoining on the ___ and ___ (directions: north, south, east, west), belonging to the same owner (name) _____."
- Show resulting acreage of each new lot
- If applicable, cross-reference any existing Road Maintenance Agreement (by Liber/Page) on file with County Clerk OR add statement: "A Road Maintenance Agreement is being filed simultaneously with this approved subdivision map"

For Subdivision Legalizations:

- Place note on plat: "This subdivision is for the purposes of legalizing the ___-acre parcel shown hereon, and does not intend to nor does it legalize any other parcel of land."
- Add deed plot of the parent lot or other lots involved in the unapproved land subdivision

If septic drainfield cannot be found

- Place note on plat: "Septic drainfield cannot be found on Lot # ___". Then show (label) septic pipe location on plat as it exits the premises.

NOTE: *Additional notations on final plats may be required by the Planning Board on a case-by-case basis.*