

**TOWN OF SOUTHEAST
SUBDIVISION APPLICATION SUBMISSION CHECKLIST**

All submissions must be made 15 working days in advance of the Planning Board meeting at which the subdivision plan is to be presented. An application will not be deemed complete and placed on an agenda until the required information is submitted. The number and format of copies to be submitted is dependent upon the type of application. Please see the attached distribution list and *Town of Southeast Planning Board Schedule of Document Submission* for submittal instructions.

Sketch Plan Review (see §123-10)

- 1. Application form _____
- 2. Disclosure statement _____
- 3. Copies of all prior actions of the Town Board, Planning Board, Zoning Board of Appeals and Wetland Inspector concerning the property proposed to be subdivided or resubdivided. _____
- 4. Short Environmental Assessment Form. _____
- 5. The Sketch Plan pursuant to §123-29. _____
- 6. Sketch Plan review fee _____

Preliminary Plat Review (see §123-12)

- 1. Application form _____
- 2. Disclosure statement _____
- 3. List of any and all waivers of the provisions of this chapter which the subdivider requests the Planning Board to grant in his special case, with reasons for each waiver requested. _____
- 4. A list of the names and addresses of owners of all property within five (500 feet) of the site of the proposed subdivision or resubdivision or within five (500) feet of any property contiguous to said site that is owner partially or wholly by the subdivider, members' of the subdividers family(ies) or firms in which the subdivider owns and financial interest. _____
- 5. The Preliminary Plat pursuant to §123-30A. _____
- 6. Design drawings and outline specifications for all propose improvements. Except for structures designed for residential, commercial, industrial or institutional occupancy and accessory structures such as garages (See §123-30C and D). _____
- 7. A drainage analysis map. _____
- 8. A drainage report. _____
- 9. A site development plan. (See §123-30B) _____
- 10. An erosion and sediment control plan. (See §123-30E) _____
- 11. A tree and forest preservation plan. (See §123-30F) _____
- 12. Completed Long Environmental Assessment Form. _____
- 13. An aerial photograph at a scale of no less than one (1) inch to two-hundred (200) feet showing the project site and surrounding areas within three-hundred (300) feet of the property. _____
- 14. To assist in review and understanding of a proposed subdivision or resubdivision, the Planning Board may require the subdivider to submit a photo-simulation or 3-D rendering or model of the proposed project, in context with the proposed grading and landscaping. _____
- 15. Application fee. _____
- 16. Preliminary staking (pursuant to §123-12E) _____

Wetland Permit (see §78-3.D)

1. The names of the owners of record of the land on which the activity is to be conducted and all adjacent owners. _____
2. A detailed description of the proposed activity. _____
3. A map showing the controlled area affected and any wetlands or water courses therein, and the location extent and nature of proposed activity. Said map shall be prepared and certified by a licensed surveyor, professional engineer or professional architect and show contours at two foot intervals, stone walls, fence lines, tree lines and other major features of the land. _____
4. The names of all known claimants of water rights in or adjacent to the wetlands or watercourses. _____

Final Plat Review (see §123-13)

1. Application form. _____
2. Disclosure statement. _____
3. Final plat (pursuant to §123-31A). _____
4. Construction drawings and specifications (see §123-31B and C). _____
5. Opinion of probable construction costs for all proposed improvements (see §123-31D). _____
6. List of any and all waivers of the provisions of this chapter which the subdivider requests the Planning Board to grant in his special case, with reasons for each waiver requested. _____
7. Approvals and permits from boards, departments and public utilities having jurisdiction over proposed improvements. _____
8. Covenants and agreements. _____
9. Updated Tax Map (see §123-31J). _____
10. Application fee. _____
11. Time schedule for completion of all required improvements. _____
12. Prior to the signing of the final plat, the subdivider shall obtain written approval and/or permits from all federal, state, county, city, town and village boards and departments and all utilities having jurisdiction to approve the design, construction and operation of proposed improvements. A copy of all such written approvals and permits shall be submitted to the Planning Board prior to the signing of the final subdivision plat. _____

NOTE: This checklist is provided as a convenience, it is not a substitute for consulting the Code of the Town of Southeast. All applicants should review the relevant code sections and are responsible for all information contained therein.