

**Application For a Minor Subdivision
to the Maryland Town Planning Board**

Date _____

Property Owner

Authorized Representative (If any)

Owner Address

Tax Map Number

Telephone _____

Adjoining Owners:

Location of Lot _____

Within which Zoning District? _____ (R-1, R-3, C-5) or within hamlet (RH or B)

Acreage of parcel before subdivision _____ (acres)

Following the subdivision, what is the acreage:

Remaining in original parcel _____ (acres)

Does this lot conform to Zoning district requirements for both acreage and road frontage? _____

In the parcel split off _____ (acres)

Does this parcel conform to Zoning district requirements for both acreage and road frontage? _____

In another parcel split off _____ (acres)

Does this parcel conform to Zoning district requirements for both acreage and road frontage? _____

Are there any covenants or deed restrictions that pertain to this property? _____

If yes, please attach a copy.

Has the original lot been involved in a subdivision since 1990? _____

Signature of property owner _____

Date _____

Application approval will be shown by the Planning Board Stamp, Chairperson's signature and date on the Mylar and paper copies of the survey maps.

Guidelines for Applying for a Minor Subdivision

A minor subdivision involves a subdivision of three or four lots and does not require the construction or the extension of any existing street or municipal facility. Before offering to sell a proposed subdivided lot and before building on it, the applicant must get Planning Board approval for the subdivision.

Procedure

- 1 – Contact the Planning Board Chairperson to be placed on the next meeting agenda and to ask any questions. Meetings are held on the second Thursday of each month at the Schenevus-Maryland Firehouse, 40 Main Street, Schenevus at 7:30 p.m.
- 2 – After determining the likelihood of your proposed action fitting the definition of a minor subdivision, obtain from the Town Clerk and then fill out, a minor subdivision application form and short environmental form.
- 3 – Prepare a sketch map based on tax map information and on it show the following information: tax map sheet, block and lot number, the subdivided lots (including acreage, lot width, depth and road frontage), streets, existing structure, names of adjoining property owners, wooded areas, streams, other significant physical features and topographic conditions, utilities available, recreation areas, systems of drainage, sewerage, and water supply as well as all existing restrictions on the use of land including easements, covenants and zoning lines.
- 4 – You or your authorized agent attend a Planning Board meeting and present your application form, environmental form, sketch map, \$25.00 fee and discuss the applicable subdivision regulations and zoning ordinance requirements. The Planning Board will then make determinations concerning: the completeness of the sketch map, classification as a minor subdivision, which environmental classification is involved and any recommendations that the applicant need accomplish.
- 5 – A survey map by a licensed land surveyor is required and must include the information required on the sketch map as well as the following information: an actual field survey of the boundary lines of the tract, giving complete descriptive data by bearings and distances, the corners of the tract shall also be located on the ground marked by monuments, right of ways, the subdivision name, name and address of record owner and subdivider, the acreage of the subdivisions and remaining lot, the zoning district, map scale, north point, and date of survey. Be certain the surveyor is aware of all the requirements. Two paper copies of the survey map and the Mylar copy required for filing with the County Clerk shall be presented to the Planning Board at or before the Public Hearing.
- 6 – If the subdivision is within 500 feet of: a county or state road, the boundary of the town or the boundary of a farm operation within an agricultural district, then the application must be referred to the County Planning Board for their recommendations before final local approval may be granted. This usually results in an additional month to complete the process.
- 7 – A Public Hearing will be held by the Planning Board within 62 days from the time of submission of the application but usually at the next meeting following submission. The hearing will be advertised in a legal notice in The Daily Star at least 5 days before it.

8 – The Planning Board approves, approves with modification or disapproves the application, usually the same evening as the public hearing, and the Survey Maps are then signed and stamped. The applicant then has 62 days to file the Mylar copy of the survey map with the County Clerk.

For complete information, see the Town Clerk for copies of:

A – Subdivision Regulation Town of Maryland (revised June 18, 1998) especially Article III Procedure in Filing Subdivision Applications and Article V Documents to be Submitted.

B – The Town of Maryland Zoning Ordinance (revised June 18, 1998) especially Article IV Zoning District Regulations and Zoning Map appendix.

TM Planning Bd 2-99