

**Application For Simple Split Approval
to the Maryland Town Planning Board**

Date _____

Note of Caution:

This approval process eliminated much of the complexity of a minor subdivision process and most of the cost. However, it also means that the usual protection afforded by a surveyor's preparation of a survey map, with its attention to the details of ownership, boundaries, and possible conflicts with other transactions, is missing.

Our approval refers only to the Board's perception of certain standards relative to the Town's interest being maintained and takes no position as to the accuracy or validity of title offered by an applicant. A survey is a prudent precaution especially if you are in any doubt as to the accuracy of the title.

Property Owner

Authorized Representative (If any)

Owner Address

Location of lot

Telephone _____

Tax Map Number

Acreage of lot before split _____ (acres)

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

Following the split what is the acreage:

Remaining in original lot _____ (acres)

Does this lot conform to Zoning requirements? _____

In the parcel split off _____ (acres)

Does this parcel conform to Zoning requirements? _____

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 _____

As set forth in the Town of Maryland Subdivision Regulations, as revised on June 18, 1998, this simple split approval is not a subdivision, and as such is certified as exempt from further review.

Simple Split Approved

Planning Board Chairperson _____ Date _____

Planning Board Stamp should be affixed here and on the sketch maps (3).

Guidelines for Applying for Approval of a Simple Split

A simple split is a division of a parcel into two conforming parcels. It may not be a resubdivision. Before offering to sell a proposed simple split and before building on it, the applicant must get Planning Board approval for the simple split.

Procedure:

1 – Contact the Planning Board Chairperson to be placed on the next meeting’s agenda and to ask any questions. Meetings are held on the second Monday of each month at the Schenevus-Maryland Firehouse, 40 Main Street, Schenevus at 6:30 p.m.

2- After determining the likelihood of your proposed action fitting the definition of a simple split, obtain from the Town Clerk and then fill out, a simple split application form and short environmental assessment form.

3 – Prepare and submit 3 copies of a sketch map based on tax map information and on it show the following information: tax map sheet, block and lot number, the two lots (including acreage, lot width, depth and road frontage), streets, existing structures, 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 maps 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 simple split and any recommendations that the applicant need accomplish.

5 – Typically, following discussion, the Planning Board classifies the proposal as a simple split and subject to no further review. The sketch maps and application form are then signed, stamped, dated and certified as exempt from further review. A copy of that certified application form then needs to be filed with the County Clerk.

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

A – Subdivision Regulations 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.