TOWN OF NEW WINDSOR PLANNING BOARD
SUBDIVISION/LOT LINE CHANGE CHECKLIST

The following checklist items shall be incorporated on the Subdivision Plan prior to consideration for being placed on the Planning Board Agenda:

1. [✓] Name and address of Applicant.

* 2. [✓] Name and address of Owner.

3. [✓] Subdivision name and location

4. [✓] **Provide 4" wide X 2" high box (IN THE LOWEST RIGHT CORNER OF THE PLAN) for use by Planning Board in affixing Stamp of Approval. (ON ALL PAGES OF SUBDIVISION PLAN)**

SAMPLE:

5. [✓] Tax Map Data (Section, Block & Lot).

6. [✓] Location Map at a scale of 1" = 2,000 ft.

7. [✓] Zoning table showing what is required in the particular zone and what applicant is proposing.

8. [✓] Show zoning boundary if any portion of proposed subdivision is within or adjacent to a different zone.

9. [✓] Date of plat preparation and/or date of any plat revisions.

10. [✓] Scale the plat is drawn to and North arrow.

11. [ ] Designation (in title) if submitted as sketch plan, preliminary plan or final plan.

12. [✓] Surveyor's certificate.

13. [✓] Surveyor' s seal and signature.

14. [✓] Name of adjoining owners.

* 15. [ ] Wetlands and 100 foot buffer zone with an appropriate note regarding DEC requirements.

* 16. [ ] Flood land boundaries.

17. [✓] A note stating that the septic system for each lot is to be designed by a licensed professional before a building permit can be issued.

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18. [✓] F. .l metes and bounds.

19. [ ] Name and width of adjacent streets; the road boundary is to be a minimum of 25 ft. from the physical center line of the street.

20. [✓] Include existing or proposed easements.

21. [ ] Right-of-way widths.

22. [✓] Road profile and typical section (minimum traveled surface, excluding shoulders, is to be 16 ft. wide).

23. [✓] Lot area (in square feet for each lot less than 2 acres).

24. [✓] Number the lots including residual lot.

25. [ ] Show any existing waterways.

*26 [ ] A note stating a road (or any other type) maintenance agreement is to be filed in the Town Clerk's Office and County Clerk□s Office.

27. [ ] Applicable note pertaining to owner's review and concurrence with plat together with owners signature.

28. [✓] Show any existing or proposed improvements, i.e., drainage systems, water lines, sewer lines, etc. (including location, size and depths).

29. [✓] Show all existing houses, accessory structures, existing wells and septic systems within 200 ft. of the parcel to be subdivided.

30. [✓] Show all and proposed on-site A septic system and well locations; with percolation and deep test locations and information, including date of test and name of professional who performed test.

31. [ ] Provide A septic system design notes as required by the Town of New Windsor.

32. [✓] Show existing grade by contour (2 ft. interval preferred) and indicate source of contour data.

33. [✓] Indicate percentage and direction of grade.

34. [✓] Indicate any reference to previous, i.e., file map date, file map number and previous lot number.

35. [ ] Indicate location of street or area lighting (if required).

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REFERRING TO QUESTION 9 ON THE APPLICATION FORM, IS THIS PROPERTY WITHIN AN AGRICULTURAL DISTRICT CONTAINING A FARM OPERATION OR WITHIN 500 FEET OF A FARM OPERATION LOCATED IN AN AGRICULTURAL DISTRICT, PLEASE NOTE THE FOLLOWING:

36. [ ] Referral to Orange County Planning Dept. is required for all applicants filing AD Statement.

37. [ ] A disclosure Statement, in the form set below, must be inscribed on all subdivision maps prior to the affixing of a stamp of approval, whether or not the Planning Board specifically requires such a statement as a condition of approval.

Prior to the sale, lease, purchase, or exchange of property on this site which is wholly or partially within or immediately adjacent to or within 500 feet of a farm operation, the purchaser or leasor shall be notified of such farm operation with a copy of the following notification.

It is the policy of this State and this community to conserve, protect and encourage the development and improvement of agricultural land for the production of food, and other products, and also for its natural and ecological value. This notice is to inform prospective residents that the property they are about to acquire lies partially or wholly within an agricultural district or within 500 feet of such a district and that farming activities occur within the district. Such farming activities may include, but not be limited to, activities that cause noise, dust and odors.

This list is provided as a guide only and is for the convenience of the Applicant. The Town of New Windsor Planning Board may require additional notes or revisions prior to granting approval.

PREPARER'S ACKNOWLEDGMENT:

THE PLAT FOR THE PROPOSED SUBDIVISION HAS BEEN PREPARED IN ACCORDANCE WITH THIS CHECKLIST AND THE TOWN OF NEW WINDSOR ORDINANCES, TO THE BEST OF MY KNOWLEDGE.

BY: _____ 1/17/06
Licensed Professional Date

PLEASE NOTE:

THE APPLICANT OR THEIR REPRESENTATIVE IS RESPONSIBLE TO KEEP TRACK OF ALL EXPIRATION DATES FOR ANY AND ALL APPROVALS GRANTED TO A PROJECT. EXTENSIONS MUST BE APPLIED FOR PRIOR TO EXPIRATION DATE.

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