

**Town of Rensselaerville Planning Board**

**FINAL PLAT APPLICATION**

APPLICANT INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

If the Applicant is being represented by an attorney or agent, please provide the following information:

Name \_\_\_\_\_

Firm \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

**FINAL PLAT SUBMISSION REQUIREMENTS**

Four (4) paper copies clearly marked Final Plat drawn accurately to a scale of not less than 50 feet to the inch showing all information and detail required on the Preliminary Plat including any modifications required by the Planning Board.

A final summary table

Grading, erosion control and landscaping plan

Final on site septic and water supply design in compliance with, approved and endorsed by NYS Dept. of Health and Albany County Health Dept. as may be required

Final construction detail sheets for roads, bridges, drainage facilities, culverts and other such facilities as may be applicable

Offer of cession of all land in public right of way, easements, recreation areas, streets, open space not reserved by Applicant;

All letters of recommendation or approval of adequacy of proposed water and septic as required;

All documentation for the transfer of any lands ceded to the Town with title insurance coverage at no expense to the Town;

Recordable protective covenants and restrictions including for maintenance of unceded public spaces or reservations;

All requirements associated with clustered/conservation subdivisions under Article VII of the Subdivision law;

Proof of endorsement of all ingress and egress onto State or County roads by the County Public Works department or NYS Dept. of Transportation and any other required agencies;

All required NYS DEC approvals with the required endorsement including SPDES, wetland disturbance, and other permits;

NYS Dept. of Law approval for any offering plan or exemption letter or "no-action letter" as appropriate;

Proof of compliance with all required local, state, and federal agency permits and approvals;

Any other information and compliance with all applicable conditions required by the Planning Board at the time of approval of the preliminary plat.

At the first meeting on this application the Planning Board shall determine:

Whether the final plat is in substantial compliance with the approved preliminary plat;

Whether any additional information is required;

Whether further review under SEQRA is required.

If the final plat is in substantial compliance and no further review or information is needed the Planning Board shall conditionally approve (with or without modification), disapprove or grant final approval in writing within 62 days of receipt of the final plat. Applicant must submit 2 mylar and 2 paper copies of the final plat for signing and filing.

If not in substantial compliance then Planning Board must either:

- Issue new SEQRA determinations or
- Require draft or supplemental EIS

If draft or supplemental EIS is not required then a new public hearing shall be held within 62 days of receipt of final plat and other required documents. The Planning Board shall conditionally approve (with or without modification), disapprove or grant final approval in writing within 62 days of the public hearing. Applicant must submit 2 mylar and 2 paper copies of the final plat for signing and filing.

If draft or supplemental EIS is required, the new public hearing for the final plat and new EIS shall be within 62 days of acceptance of new EIS as complete. The EIS shall be filed by Applicant within 45 days of the close of the public hearing on the final plat. Within 30 days of the EIS filing the Planning Board shall conditionally approve (with or without modification), disapprove or grant final approval in writing. Any grounds for modification or disapproval shall be stated upon the record.

Upon conditional approval of the final plat and within 5 days of the resolution the plat shall be certified as conditionally approved and filed with the Town. A certified copy of the resolution including all requirements needed to be completed shall be mailed to the Owner. Such conditional approval expires 180 days after the resolution date. There may be up to two 90 day extensions of the expiration date.

Final plat approvals expire if not filed with the Albany County Clerk within the proscribed time periods. (See Subdivision Law section 620)

The Planning Board may seek assistance of any department, agency, or employee of the Town for assistance or require submission by Applicant of information and plans to Town's committees.

The Planning Board may hire engineers, consultants or attorneys to assist in respect to the application in the Planning Board's discretion and require Applicant to pay for such and to establish an escrow for that purpose.

Reference is herein made to the full Zoning and Subdivision Regulations of the Town of Rensselaerville for a complete review of the applicable laws and regulations, copies of which may be seen at the Rensselaerville Town Hall or may be purchased for a small fee. I understand

that the Planning Board may require additional information before accepting or taking further action on this application.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Please note: If Applicant is a corporation, signature should be that of an officer of said corporation and the position or title of the officers should be stated.