

# Town of Rensselaerville Planning Board

## SKETCH PLAN APPLICATION

This form is the first process in either a Minor or Major subdivision. There are no fees associated with this initial process. The Applicant must contact, and provide all paperwork required, to the Planning Board Secretary at least five (5) days prior to a meeting date. The conference with respect to this Sketch Plan will take place at a regularly scheduled meeting of the Planning Board; which meets the first and third Thursday of each month. **A completed application must be submitted along with four (4) copies of the sketch plan of the proposed subdivision, current property deed(s), proof that property taxes are paid, and the signed Site Visit Consent form.** It must be emphasized that this stage of the subdivision project will not result in a formal approval or disapproval of the project.

Instructions: Fully complete this application. Write "N/A" when not applicable.

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### 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 \_\_\_\_\_

Relationship of Applicant to property proposed to be subdivided

\_\_\_\_\_ Owner      \_\_\_\_\_ Contract Vendee      \_\_\_\_\_ Other: (describe)

If Applicant is not the owner, Applicant must submit documentation demonstrating that Applicant has proper legal authority to proceed in regard to the subject lands (i.e. contract authorizing Applicant to present the application, notarized letter of permission from all owners of the subject property, etc.)

If Applicant is not the owner of the proposed subdivided property, please furnish the following information with respect to all owners of the property:

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

**PROPOSED PROJECT INFORMATION**

Physical address of property \_\_\_\_\_

Tax map number of property \_\_\_\_\_

**Attach a copy of property deed(s) AND proof that property taxes are paid in full**

Identify Zoning District in which property is located \_\_\_\_\_

If property falls in more than one district, identify all districts and locate approximate location of each on sketch plan

List the streets, routes, or highways bordering the proposed project:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total original number of acres to be subdivided \_\_\_\_\_

Approximate size of each parcel resulting from proposed project

Lot 1 \_\_\_\_\_ Lot 2 \_\_\_\_\_

Lot 3 \_\_\_\_\_ Lot 4 \_\_\_\_\_

Additional Lots (if applicable): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Length and description of any NEW roads within the project

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Identify physical property features (i.e. open fields, forested land, views, wetlands, slopes over 15%, waterways, etc.) (use back of page if necessary)

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Is any part of this proposed project within 500 feet of a municipal boundary, county or state highway, state park, or recreational area? Yes \_\_\_\_ No \_\_\_\_ If Yes, please indicate which:

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(as required pursuant to General Municipal Law §239-n)

Purpose of project: \_\_\_\_ Residential development \_\_\_\_ Commercial development  
\_\_\_\_ Agricultural purposes \_\_\_\_ Other (Please explain) \_\_\_\_\_

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Present or proposed easements or other restrictions: \_\_\_\_\_

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## REQUIRED SPECIFICATIONS FOR SKETCH PLAN

The sketch plan shall consist of four (4) copies of a drawing (based on tax map information or some other similarly accurate base map) at a scale preferably not less than 100 feet to one inch, and together with the sketch plan application shall show:

1. The name of the owners of all adjoining property owners as disclosed by the most recent municipal tax records;
2. The tax map sheet, block, and lot numbers, scale, north arrow and total acreage involved;
3. The location and boundaries of the proposed subdivision in relation to municipal boundaries, if any, within 500 feet of the property;
4. Contour lines with intervals of no more than 20 feet (may be obtained from existing USGS maps);
5. The proposed layout of lots, including the approximate dimensions and area of lots, and the proposed layout of streets;
6. Location and identification of existing streets and significant natural features (for example, water bodies steep slopes, wetlands, steep slopes > 15%, prime farmland soils, soils of statewide importance, significant single trees or significant stands of trees or wooded areas, as well as any historical resources or designated historical structures, sites, or districts);
7. Existing permanent buildings structures, and utilities, if any;
8. All existing restrictions on the use of the land in question, including easements, covenants and current zoning classification;
9. A description of the proposed street layout, recreation areas, and systems of drainage, sewerage, and water supply within the subdivided area;
10. A description of building types and approximate locations within a building envelope;
11. Location and designation of zoning districts and any overlay districts that pertain to the parcel; and
12. Such other features as the Applicant may deem pertinent.

The Planning Board shall (1) review the proposed project with the Applicant, (2) make a determination of the project's classification under the Town's regulations, (3) determine agencies which may be involved under SEQRA, (4) make a preliminary determination as to classification under SEQRA as Type 1 or Unlisted, (5) require a full or short form EAF for the project, and (6) make any other recommendations or requirements for Applicant's next submission for the project. A written report of the above as well as an indication of whether the sketch plan meets the purposes of the Town's laws and regulations and waivers of any requirements that are then deemed appropriate for the next stage shall be made within 45

days of the pre-application conference. The determination and recommendations contained in such report may be later altered by the Planning Board.

**\_\_\_\_\_ Attached – Signed site visit consent form providing authority for the Planning Board and its agents, consultants, or representatives to have physical access to the project site.**

The Planning Board may seek the 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 or agent of the corporation and the position or title of the officer or agent should be stated.

**Town of Rensselaerville Planning Board  
87 Barger Road  
Medusa, NY 12120**

**Site Visit Consent Form**

The Town of Rensselaerville Planning Board requests your permission to conduct a site visit of this property to assist in the Board’s application process, review and determinations. The Board seeks authority to walk the property and visit the site at the Board’s unaccompanied convenience only, at any time during the application process, with consultants of our choosing.

Please fill out the information below and return promptly to the Rensselaerville Planning Board.

Name of Applicant

\_\_\_\_\_

Location of Site:

\_\_\_\_\_

\_\_\_\_\_

Tax Map Number(s)

\_\_\_\_\_

Permission Granted Yes \_\_\_\_\_ No \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Rev. 8/12