



TOWN OF POESTENKILL

38 Davis Drive / P.O. Box 210
Poestenkill, NY 12150
(518) 283-5100 Phone
(518) 283-7550 Fax

PLANNING BOARD

MAJOR SUBDIVISION APPLICATION

Prelim _____ OR Final _____

Applicant Name: _____

Address: _____

Home Phone: _____ **Work Phone:** _____ **Cell Phone:** _____

Email Address: _____

Property Owner (if not applicant):

Name: _____

Address: _____

Home Phone: _____ **Work Phone:** _____ **Cell Phone:** _____

Email Address: _____

Signatures:

Applicant: _____ **Date** _____

Owner: _____ **Date** _____
(If different from applicant) *MANDATORY*

APPLICANT OR THEIR REPRESENTATIVE **MUST** APPEAR AT ALL BOARD MEETINGS

Additional Contact Information:

Site Planner:

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____

Plot Engineer/Surveyor:

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____

Attorney:

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____

Other (consultants, etc):

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____

Checklist of Materials That Must Accompany this Application:

_____ **Subdivision Application Fee (fee is charged for each newly created lot)**

- See Fee schedule for current fee
- Make checks payable to Town of Poestenkill

_____ **Copy of section of applicable Tax Map showing location of property**

_____ **State Environmental Quality Review Full Assessment Form**

_____ **Property Owner’s Signature, if owner is not the applicant is MANDATORY**

_____ **Sketch plan -- 10 copies-- (for Preliminary only) containing:**

- All items as specified in Town Code Chapter 195, Subdivision of Land, Article IV, Section 195-21, Sketch plan.

_____ **Preliminary Subdivision plat – 10 copies -- (for Preliminary only) containing:**

- All items as specified in Town Code Chapter 195, Subdivision of Land, Article IV, Section 195-23, Major subdivision preliminary plat and accompanying data.

_____ **Final Subdivision plat – 10 copies -- (for Final only) containing:**

- All items as specified in Town Code Chapter 195, Subdivision of Land, Article IV, Section 195-24, Major subdivision plat and accompanying data.

_____ **Certificate from Town Engineer (for Final only):**

- **Only necessary if improvements are made.**
- If required improvements are not completed, a performance bond or certified check covering the cost of improvements is required.

_____ **Endorsement from state and county agencies (for Final only):**

- Applications for approval of plans for sewer or water facilities must be filed with all necessary town, county and state agencies.
- Endorsement and approval by Rensselaer County Dept. of Health must be secured.

Additional Applicant Costs Associated with this Subdivision Application:

- Cost of Public Hearing Notices in Town’s newspaper of record
- Consultant costs (if applicable)
- Miscellaneous postage
- An invoice for these additional costs will be sent to the applicant as soon as possible after final action is taken on the requested subdivision. This invoice is due and payable immediately upon receipt.