

Simple Subdivision
Plat Review Application

Town of Throop
7471 Robinson Road
Auburn, NY 13021
(315) 252-7373

OFFICE USE ONLY
Application No. SimpleSub:
Date Received:
Fee Paid: \$
Date of Sketch Plan Conf.:
Date of Final Action:
Approved
Approved Conditionally
Denied
Date of Filing of Decision with the Clerk:

This form shall be completed in ink for preliminary subdivision plat review in accordance with Article XV, Section 15.05 of the Town of Throop Zoning Law. Complete this form and submit four (4) sets of drawings along with application fee to the Code Enforcement Officer. Please check type(s) of application:

- First time submittal
Amendment to approved site plan

Simple Subdivision plans shall not be reviewed until completed form is received

PROJECT ADDRESS:
TAX PARCEL I.D. No.: ACRES: ZONING:

PROPERTY OWNER / DEVELOPER:
ADDRESS:
CITY: STATE: ZIP:
EMAIL ADDRESS: PHONE:

The Undersigned agrees to be bound to and comply with the Town of Throop Zoning Law and other local laws. The Undersigned further agrees any approvals issued by the Town shall not constitute a waiver of said compliance with the Town of Throop Zoning Law and other local laws. The Undersigned authorizes the party signed below as SITE DESIGNER to act as agent on this project, to fully research and understand the Town of Throop Zoning Law and other local laws and to create plans in full conformance with such, and to be responsible for investigating the need, and obtaining all permits or approvals that may be required.

OWNER / DEVELOPER SIGNATURE DATE

SITE DESIGNER:
DESIGN FIRM:
ADDRESS:
CITY: STATE: ZIP:
PRIMARY CONTACT NAME:
PHONE: FAX:
EMAIL ADDRESS:

The Undersigned agrees that all plans created by the undersigned or the undersigned agents or assigns shall be bound to and comply with the Town of Throop Zoning Law and other local laws. The Undersigned further agrees any approvals issued by the Town shall not constitute a waiver of said compliance with the Town of Throop Zoning Law and other local laws. The Undersigned hereby acknowledges the requirement to fully research and understand the Town of Throop Zoning Law and other local laws and to create plans in full accordance with such, and to be responsible for investigating the need, and obtaining all permits or approvals that may be required. The Undersigned hereby agrees to prominently note any applicable exceptions to the Town of Throop Zoning Law and other local laws on the drawings and to call said proposed deviations to the Town's attention if such deviations are to be implemented.

SITE DESIGNER SIGNATURE DATE

ADDITIONAL INFORMATION REQUIRED:

DEFINITION OF A SIMPLE SUBDIVISION (from the Town of Throop Zoning Law)

“Any Subdivision not classified as Minor or Major where only one (1) new lot is created or where lot lines are rearranged.”

SIMPLE SUBDIVISION SKETCH PLAT REVIEW CHECKLIST

The Sketch Plat initially submitted to the Code Enforcement Officer shall be based on tax map information or on some other similarly accurate base map at a scale of one-inch equals two-hundred feet (1" = 200'). A submitted Sketch Plat shall show the following information:

- The existing parcels to be subdivided (lot line adjustment), showing existing parcel boundaries and proposed lot line adjustments.
- The names of the owner and of all adjoining property owners as disclosed by the current tax roll.
- All existing structures, wooded areas, streams, wetlands, flood hazard areas and other significant physical features within the portion to be subdivided.
- All existing restrictions on the use of land, including easements, and covenants.

APPROVAL PROCESS: (from the Town of Throop Zoning Law)

“Review of a Simple Subdivision Plat is a two-step process consisting of a pre-application conference as required by Section 15.03 hereof and a plat review and approval. After a pre-application conference, the Planning Board Chair shall act, whether during a Planning Board meeting or not, to approve; conditionally approve with modifications; disapprove; or grant final approval. In any event, final approval cannot be granted until a copy of an official survey map prepared by a surveyor licensed by New York State has been presented to the Code Enforcement Officer and Planning Board Chair, and such map indicates that all of the requirements of the Town of Throop Zoning Law have been satisfied. Final approval of the Simple Subdivision by the Planning Board Chair shall be indicated by the Chair’s signature and date on the final survey map.”