

1

**Town of Galway**  
SARATOGA COUNTY, NY  
ESTABLISHED 1792  
PLANNING BOARD

5910 Sacandaga Rd  
Galway, NY 12074  
Tele – 518-882-6070

**GUIDE FOR RESIDENTIAL SUBDIVISION APPLICANTS**  
**(Minor and/or Major Subdivisions)**

This guide is intended to provide brief instructions for filing a subdivision application and preparing a case before the Planning Board. It should not be construed as legal advice. No guarantee of success is implied if the guide is followed, nor is denial implied by not following the guide. In all cases, the applicant should consult and review the current Subdivision Regulations for the Town of Galway.

Definition of Subdivision

Under the Subdivision Regulations for the Town of Galway, a subdivision is defined as “the division of any parcel of land into two or more lots, with or without streets or highways”. There are two types of subdivisions: 1) Minor subdivision, and 2) Major subdivision. A *Minor subdivision* is a subdivision containing no more than four (4) lots fronting on an existing street and does not involve any new street or extension of municipal services. A *Major subdivision* is a subdivision of five (5) or more lots or any subdivision requiring any new street or extension of municipal services. Any minor subdivision resubdivided into five (5) or more lots within a five (5) year period becomes a major subdivision.

Application Contents

Each applicant must submit a completed application to the Clerk of the Planning Board by the first working day of the month in which the applicant wishes to have the application presented to the Planning Board. The Planning Board meets the fourth (4<sup>th</sup>) Tuesday of every month. A completed application shall consist of the following:

1. Applicant Form (attached or available at [www.townofgalway.org](http://www.townofgalway.org))
2. Short Environmental Assessment (SEQRA) form (attached or available at [www.dec.ny.gov/permits/6191.html](http://www.dec.ny.gov/permits/6191.html)); and
3. Eight (8) copies (minor subdivision) / Ten (10) copies (major subdivision) of a sketch plan (tax map or other map) showing the location of the property, existing structures, proposed subdivision, physical features of the subdivision (i.e., structures, streams, lot sizes and patterns, road or street frontage, utilities)
4. Application fee (please refer to current PB Fee Schedule available at Town Hall)

The applicant is only required to complete Parts I and II of the Application form, and Part I of the Short Environmental Assessment (SEQRA) form. Please make sure both forms are signed and dated.

Application Procedures

An applicant must submit a completed application form to the Clerk of the Planning Board by the first working day of the month in which the applicant wishes to have the application presented to the Planning Board. If submitted on time, the application will be placed on the agenda for the upcoming Planning Board meeting. The applicant or a duly authorized representative must be present at this meeting of the Planning Board. (A duly authorized representative is an individual that has an affidavit or notarized letter signed by the applicant, allowing that person to act on the applicant's behalf – Please refer to page 2 of Applicant form.)

**Town of Galway**  
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PLANNING BOARD

2

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At the first meeting, the Board will review the application for completeness, make any recommendations for changes, and, depending on completeness of the application, may conduct a SEQRA review and classify the subdivision as a minor or major subdivision. This classification is the first step in the process and does not represent final approval of a subdivision application. An applicant must comply with the procedures outlined in Article III of the Subdivision Regulations.

**MINOR SUBDIVISION**

If classified as a *minor subdivision*, the applicant must, within six (6) months after the classification of the application, reappear before the Planning Board to seek final approval of the subdivision application. In order to have an application placed on a Planning Board agenda for final approval, the applicant must provide the Clerk of the Planning Board with eight (8) copies of the formal survey/subdivision plat a minimum of 14 days prior to the monthly meeting at which the applicant wishes to appear (the Planning Board meets the fourth Tuesday of each month). The requirements of a subdivision plat/survey are detailed in Article VI, Section 2, of the Subdivision Regulations.

The applicant or duly authorized representative must be present at all Planning Board meetings. Upon final approval of the subdivision, two (2) paper copies and one (1) mylar (survey printed or photographed on polyester film) copy should be ready to be stamped/signed by the Planning Board Chair, and all required fees must be paid. (Please refer to current Planning Board Fee Schedule available at the Town Hall for applicable fees.) The mylar, along with one paper copy of the final approved subdivision/survey map, must be filed by the applicant with the Office of the Saratoga County Clerk within 62 days of signing by the Chair. One paper copy is retained by the Town of Galway for its files.

**MAJOR SUBDIVISION**

The application procedures for a *major subdivision* are more involved and complicated than those for a minor subdivision. An applicant must submit and obtain approval for a Preliminary Plat and then submit and obtain approval for the Subdivision Plat in final form.

Preliminary Plat – is a drawing or drawings clearly marked “Preliminary Plat” showing the salient features of a proposed subdivision, as specified in Article VI, Section 3 of the Subdivision Regulations, submitted to the Planning Board for purposes of consideration prior to the submission of the plat in final form, and of sufficient detail to apprise the Planning Board of the layout of the proposed subdivision.

Subdivision Plat or Final Plat – is a drawing in final form showing a proposed subdivision containing all information or details required by law and by the Subdivision Regulations to be presented to the Planning Board for approval, and which, if approved, shall be filed or recorded by the applicant in the Office of the Saratoga County Clerk.

*An applicant for a major subdivision should obtain a copy of the current Subdivision Regulations for the Town of Galway. The guidelines presented here are not comprehensive and are designed only to provide the applicant with a feel for the process that must be followed. All of the specific legal requirements are detailed in the Subdivision Regulations.*

**Town of Galway**  
SARATOGA COUNTY, NY  
ESTABLISHED 1792  
PLANNING BOARD

3

5910 Sacandaga Rd  
Galway, NY 12074  
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Preliminary Plat

If an application is classified as a *major subdivision*, the applicant must then file with the Planning Board, a Preliminary Plat as described in Article VI, Section 3 of the Subdivision Regulations and have the preliminary plat reviewed by the Planning Board. There is no time requirement on when a preliminary plat must be filed or reviewed after an application has been classified as a major subdivision. However, in order for a preliminary plat to be placed on a Planning Board meeting agenda for consideration, it must be provided to the Clerk of the Planning Board by the first working day of the month in which the applicant wishes to have the plat presented to the Planning Board. Ten (10) copies of the preliminary plat must be provided to the Clerk and accompanied by an application fee (please refer to current Planning Board Fee Schedule available at the Town Hall).

When a Preliminary Plat has been filed and placed on a Planning Board agenda for review, the applicant or duly authorized representative must attend all scheduled meetings to discuss the preliminary plat proposal.

At the first scheduled monthly meeting, the Planning Board will study the practicability of the preliminary plat, taking into consideration the requirements of the community and the best use of the land being subdivided. Particular attention shall be given to the arrangement, location and width of streets, their relation to the topography of the land, water supply, sewage disposal, drainage, lot sizes and arrangement, environmental impact, the future development of adjoining lands, and the requirements of the master plan, the official map, and the Zoning Regulations of the Town of Galway.

After this Planning Board meeting, a public hearing shall be held by the Planning Board within forty-five (45) days. Within forty-five (45) days after the public hearing, the Planning Board shall take action to approve, with or without modifications, or disapprove the preliminary plat. The basis for any modification required or disapproval shall be stated in the records of the Planning Board. Prior to approval of the preliminary plat, the Planning Board may require additional changes as a result of further study of the subdivision, or as a result of new information obtained at the public hearing.

Approval of a preliminary plat means that the Planning Board has conceptually approved the design submitted and that this design may act as a guide to the preparation of the Subdivision Plat or Final Plat.

Subdivision Plat or Final Plat

An applicant must, within six (6) months after approval of the Preliminary Plat, submit to the Planning Board, a Subdivision Plat in final form. If a subdivision plat is not submitted within six (6) months after approval of the preliminary plat, the application will be considered withdrawn and the Planning Board will require resubmission of the preliminary plat.

In submitting a subdivision plat, it must be provided to the Clerk of the Planning Board by the first working day of the month in which the applicant wishes to have the plat presented to the board. Ten (10) copies of the plat plus one (1) in ink on mylar should be submitted to the

**Town of Galway**  
SARATOGA COUNTY, NY  
*ESTABLISHED 1792*  
**PLANNING BOARD**

4

5910 Sacandaga Rd  
Galway, NY 12074  
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Clerk, along with applicable additional fees, an agreement to reimburse the town for all professional fees as specified in Article VII, Section 2 of the Subdivision Regulations, and all data required by Article VI, Section 4 of the Subdivision Regulations. The applicant must also submit the original and one true copy of all offers of cession, covenants and agreements, and four prints of all construction drawings.

Once a subdivision plat has been properly submitted and accepted, a public hearing must be held by the Planning Board with forty-five (45) days. The hearing on the subdivision plat may be waived if the Planning Board deems the final plat to be in "substantial agreement" with the approved preliminary plat.

Within forty-five (45) days of the public hearing, the Planning Board must approve, modify and approve, conditionally approve, or disapprove the subdivision plat. If the public hearing is waived, the Planning Board must take action within forty-five (45) days of receipt of the final plat by the Clerk of the Planning Board. Additional requirements and conditions that must be met before final approval and filing of the final plat are stipulated in Article III, Section 5 of the Subdivision Regulations.

The applicant must, within thirty (30) days of receiving "approval to file" by the Planning Board, file a plat with the Office of the Saratoga County Clerk. Within sixty-two (62) days of receiving "approval to file", the applicant must provide a certified copy of the filed map to the Planning Board. Upon receipt, the plat shall receive final approval.

No changes shall be made to any subdivision plat after "approval for filing" has been granted by the Planning Board.

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## Form #004-SUBDIV - APPLICATION FOR MINOR/MAJOR SUBDIVISION

### Town Office Use Only:

Application No: \_\_\_\_\_

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

### INSTRUCTIONS - When requesting a subdivision:

- Applicants should complete Parts I and II of this Application form
- Submit **eight (8) copies (minor subdivision)/Ten (10) copies major subdivision** of a sketch plan or certified survey map showing the proposed subdivision
- Submit a completed SEQRA/EAF Short Form (attached or available at [www.dec.ny.gov/permits/6191.html](http://www.dec.ny.gov/permits/6191.html)) Part I only, signed/dated
- Application Fee must accompany application (*Please refer to current Planning Board Fee Schedule available at Town Hall*)
- Additional material may be attached or listed on the reverse side of this application form.

Submit to: Planning Board Clerk - 5910 Sacandaga Rd, Galway, NY 12074 (*must be received by the first of the month to be placed on the agenda of the Planning Board for that month*). The Planning Board meets on the fourth Tuesday of every month at 7:30 p.m.

### Part I. Applicant Information:

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

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Optional Other Phone (specify) \_\_\_\_\_

### Part II. Subdivision Information

Name of Current Property Owner: \_\_\_\_\_

*If recent purchase, Name of Previous Owner:* \_\_\_\_\_

Property Acquired by Applicant on: \_\_\_\_\_

Property Location (street/road name, house/lot #) \_\_\_\_\_

\_\_\_\_\_ Subject parcel **Tax Parcel #** \_\_\_\_\_

Current Zoning District: Ag/Res ( ) ; Lake District ( ) ; Commercial - C1 ( ) /C2 ( )

Total Contiguous Acreage Owned: \_\_\_\_\_ Acreage to be Subdivided \_\_\_\_\_ Proposed # of Lots: \_\_\_\_\_

Name/Address of Surveyor and/or Engineer \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

Name of Subdivision (if applicable) \_\_\_\_\_

The objective of this proposal is to: (*Provide a brief narrative*)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_, hereby known as the applicant for this action, do hereby affirm that all the information provided in this application is correct and accurate. I understand that furnishing information that is not correct, or fraudulent, may negate any findings and/or approvals granted by the town of Galway Planning Board in regard to this application.

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

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## **Form #004-SUBDIV – Request for Minor/Major Subdivision (Cont'd)**

### **Optional Authorization/Consent for Third Party Representation**

I/We, the owner(s), or purchaser(s) under contract of the above subject property, do hereby give consent for:

Representative Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

to represent me and to act on my behalf at all proceedings before the Town of Galway Planning Board in regard to this application.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

### ***Town Use Only:***

#### **Date:**

#### **Planning Board Action:**

Submission of sketch plan: \_\_\_\_\_ [ ☐ ] Accepted [ ☐ ] Rejected

SEQR Form Submitted: \_\_\_\_\_ [ ☐ ] Accepted [ ☐ ] Rejected

( ☐ ) Waived

Referred to county: \_\_\_\_\_

Public Hearing \_\_\_\_\_ [ ☐ ] Waived

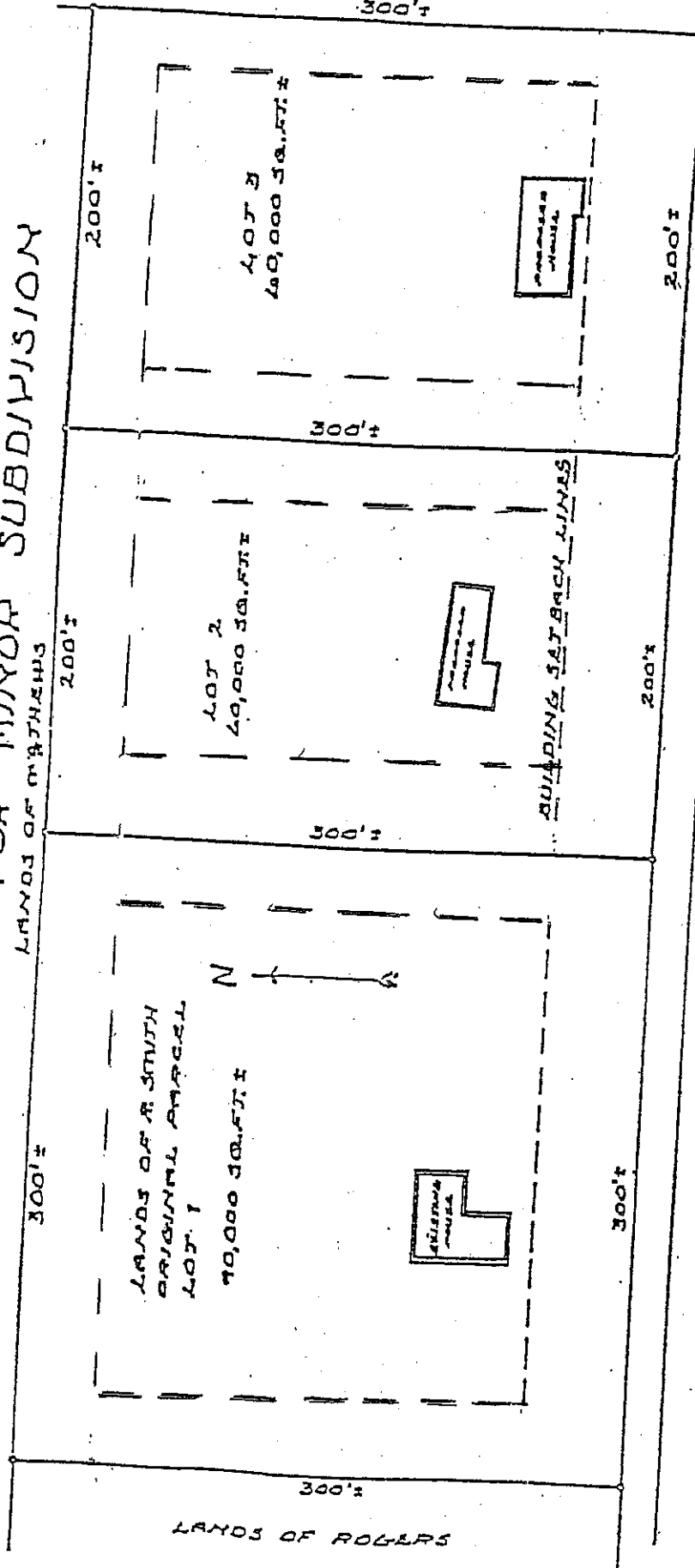
Final Survey Submitted/Approved \_\_\_\_\_

Application Fee \$ \_\_\_\_\_ paid on \_\_\_\_\_ (date)

Additional Fee \$ \_\_\_\_\_ paid on \_\_\_\_\_ (date)

# TYPICAL LAYOUT FOR MINOR SUBDIVISION

LANDS OF MATHENS



## COUNTY ROUTE 51

### SITE DATA & REQUIRED INFORMATION

- NUMBER OF LOTS.
- SIZE OF ORIGINAL PARCEL.
- SIZE OF EACH LOT.
- SHOW STREAMS, PONDS, SWAMPS, ETC.
- SHOW ADJOINING OWNERS.
- SHOW NORTH ARROW.

### SAMPLE SKETCH PLAN

SUBDIVISION OF  
LANDS OF R. SMITH  
TO BE CONVEYED TO  
L. STEPHART  
TOWN OF GALLUP  
SCALE 1"=200'  
BLOCK 400 Sect 12 Lot 1

617.20  
Appendix B  
Short Environmental Assessment Form

**Instructions for Completing**

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 - Project and Sponsor Information</b>			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?			<b>NO</b>
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<b>YES</b>
			<input type="checkbox"/>
			<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency?			<b>NO</b>
If Yes, list agency(s) name and permit or approval:			<b>YES</b>
			<input type="checkbox"/>
			<input type="checkbox"/>
3.a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____			
<input type="checkbox"/> Parkland			



5. Is the proposed action, a. A permitted use under the zoning regulations?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
b. Are public transportation service(s) available at or near the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
b. Is the proposed action located in an archeological sensitive area?	<input type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	<input type="checkbox"/>	<input type="checkbox"/>	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
16. Is the project site located in the 100 year flood plain?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____	<input type="checkbox"/> NO <input type="checkbox"/> YES		

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____	NO	YES
_____	<input type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO	YES
_____	<input type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	NO	YES
_____	<input type="checkbox"/>	<input type="checkbox"/>
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>		
Applicant/sponsor name: _____ Date: _____		
Signature: _____		

**Part 2 - Impact Assessment.** The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:	<input type="checkbox"/>	<input type="checkbox"/>
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

**Part 3 - Determination of significance.** The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.
<div style="display: flex; justify-content: space-between;"> <div> <hr/> Name of Lead Agency </div> <div> <hr/> Date </div> </div>	
<div style="display: flex; justify-content: space-between;"> <div> <hr/> Print or Type Name of Responsible Officer in Lead Agency </div> <div> <hr/> Title of Responsible Officer </div> </div>	
<div style="display: flex; justify-content: space-between;"> <div> <hr/> Signature of Responsible Officer in Lead Agency </div> <div> <hr/> Signature of Preparer (if different from Responsible Officer) </div> </div>	



**PLANNING BOARD**  
**FEE SCHEDULE**

The Town Board of the Town of Galway adopted the following fee schedule for Planning Board activities

**PLEASE NOTE:** All **application fees** are **due at the time of application**. Additional fees to be collected at time of final approval.

**I. MINOR SUBDIVISION:**

**Application Fee: \$75** (due at time of application) **Plus \$75 for each new lot created** (due at the time of final approval)

Subdivisions of **three (3) or more lots** will incur an additional **GREEN SPACE/RECREATION FEE of \$600 for each lot** (due at time of final approval)

Note: Parent parcel is exempted if it contains a residence at the time of subdivision

**II. ANNEXATION AND/OR LOT LINE ADJUSTMENT:** (Considered a minor subdivision)  
**\$50 Application Fee only** (due at time of application)

**III. MAJOR SUBDIVISION (5 or more lots) – RESIDENTIAL**

**Application Fee - \$150** (due at time of application) **Plus \$150 for each new lot created** (due at time of final approval)

**GREEN SPACE/RECREATION FEE: \$600 for each lot** (due at time of final approval)

(Note: Parent parcel is exempted if it contains a residence at the time of approval.)

**PROFESSIONAL FEES** – The applicant will agree, by way of signing an *Agreement to Pay*, to reimburse the town for all professional fees (including but not limited to engineering fees, attorney fees) incurred by the town in conjunction with the application.

**IV. MAJOR SUBDIVISION (5 or more lots) – NON-RESIDENTIAL/COMMERCIAL**

**Application Fee - \$250** (due at time of application) **Plus \$150 for each new not created** (due at time of final approval)

**GREEN SPACE/RECREATION FEE: \$600 for each lot** (due at time of final approval)

(Note: Parent parcel is exempted if it contains a residence at the time of approval.)

**PROFESSIONAL FEES** – The applicant will agree, by way of signing an *Agreement to Pay*, to reimburse the town for all professional fees (including but not limited to engineering fees, attorney fees) incurred by the town in conjunction with the application.

**V. MAJOR SUBDIVISION (5 or more lots) – NON-RESIDENTIAL/AGRICULTURAL**

**Application Fee - \$150** (due at time of application) **Plus \$150 for each new lot created** (due at time of final approval)

**GREEN SPACE/RECREATION FEE: \$600 for each lot** (due at time of final approval)

(Note: Parent parcel is exempted if it contains a residence at the time of approval.)

**PROFESSIONAL FEES** – The applicant will agree, by way of signing an *Agreement to Pay* with the town, to reimburse the town for all professional fees (including but not limited to engineering fees, attorney fees) incurred by the town in conjunction with the application.

VI. **SPECIAL USE PERMIT/SITE PLAN REVIEW**

**Application Fee - \$125** (due at time of application) **Plus \$125 for each new lot or unit created** (due at time of final approval)

**PROFESSIONAL FEES** – The applicant will agree, by way of signing an *Agreement to Pay*, to reimburse the town for all professional fees (including but not limited to engineering fees, attorney fees) incurred by the town in conjunction with the application.

VII. **PLANNED DEVELOPMENT DISTRICT**

**Application Fee - \$500** (due at time of application); **Plus \$150 for each living unit or lot**, whichever is greater (due at time of final approval); **Plus**, where applicable, a commercial or industrial fee per unit of \$25/1000 sq. ft.

If the Planned Development District encompasses both residential and commercial development, the sum of the two, calculated separately, shall apply.

**GREEN SPACE/RECREATION FEE - \$600 for each new residence** (due at time of final approval)

**PROFESSIONAL FEES** – The applicant will agree, by way of signing an *Agreement to Pay*, to reimburse the town for all professional fees (including but not limited to engineering fees, attorney fees) incurred by the town in conjunction with the application.

VIII. **HOME OCCUPATION**

**\$75 Application Fee only**

IX. **SIGNS**

**\$75 Application Fee only**