

TOWN OF YORKTOWN PLANNING DEPARTMENT

Yorktown Community & Cultural Center, 1974 Commerce Street, Yorktown Heights, NY 10598, Phone (914) 962-6565, Fax (914) 962-3986

MINOR SUBDIVISION CHECKLIST

Pre-Preliminary:

- | | <u>Submit to:</u> |
|---|-------------------|
| <input type="checkbox"/> Pre-Preliminary Application | Planning |
| <input type="checkbox"/> Letter from owner authorizing the application
(if the applicant is not the owner) | Planning |
| <input type="checkbox"/> Application Fee \$100.00 | Planning |
| <input type="checkbox"/> 8 Copies of the Proposed Subdivision Plans
(signed & sealed by a design professional) | Planning |

Application for Final Approval:

- | | <u>Submit to:</u> |
|---|-------------------|
| <input type="checkbox"/> Final Approval Application
(signed by the applicant & owner, must be notarized) | Planning |
| <input type="checkbox"/> 12 copies of the Proposed Subdivision Plan Sets
(signed & sealed by a design professional) | Planning |
| <ul style="list-style-type: none">• Plat• Improvement Plan• Sediment & Erosion Control Plan• Grading & Utilities Plan• Details Sheets | |
| <input type="checkbox"/> 2 copies Preliminary Stormwater Pollution Prevention Plan | Planning |
| <input type="checkbox"/> Long EAF (original signed & dated) | Planning |
| <input type="checkbox"/> Application Fee (see master fee schedule) | Planning |
| <input type="checkbox"/> ABACA Fee (see master fee schedule) | Planning |
| <input type="checkbox"/> Stormwater & Wetland Permit Application & copy of Long EAF | Engineering |
| <input type="checkbox"/> Stormwater & Wetland Permit Fees & Escrow (see master fee schedule) | Engineering |
| <input type="checkbox"/> Deposit for Professional Review Escrow if necessary (see master fee schedule) | Planning |
| <input type="checkbox"/> Post Notice Sign(s) on subject property (obtain signs from Planning Department) | |
| <input type="checkbox"/> If necessary, have preliminary meeting with outside agencies:
Westchester County DOH, Westchester County DPW, NYC DEP, NYS DEC, NYS DOT | |

After Planning Board Approval & Prior to Release of Signed Plat:

Submit to:

- | | |
|---|-------------|
| <input type="checkbox"/> 6 copies of the Approved Plat for signature | Planning |
| <input type="checkbox"/> 6 copies of the Approved Improvement Plan Set for signature | Planning |
| <input type="checkbox"/> 2 copies Final Stormwater Pollution Prevention Plan | Planning |
| <input type="checkbox"/> Draft of all Legal Documents, Deeds, Road Widening Strips, Easements | Planning |
| <input type="checkbox"/> Recreation Fee (see master fee schedule) | Planning |
| <input type="checkbox"/> General Development Fee (see master fee schedule) | Planning |
| <input type="checkbox"/> Inspection Fee (see site work estimate) | Engineering |
| <input type="checkbox"/> Erosion Control Bond (see site work estimate) | Engineering |
| <input type="checkbox"/> Performance Bond (see site work estimate) | Engineering |

~ **Remove Notice Sign from Property** ~

Filing of the Plat

- Submit one (1) mylar of the plat to the Planning Dept for signature.
- After signed by the Planning Board Chairman & Secretary, copy the plat and improvement plans according to the plat filing information sheet from the Planning Department.
- File the plat at the Westchester County Clerk's Office, Division of Land Records, County Office Building White Plains, New York. **Save the receipt.**
- Write the R.O. number and date the map was filed on the copies to be submitted to the Planning Dept. Deliver Westchester County Receipt, prints, and reproductions to the Planning Dept.

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Last Updated: December 2010