

**TOWN OF WILLSBORO, NY**

**MINOR DIVISION APPLICATION**

(boundary line adjustment/agreement - no new lots) **Fee: \$30.00**

Property Tax Map #: \_\_\_\_\_ Application #: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Project Site: \_\_\_\_\_ Zoning District(s): \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*For the purpose of providing for the future growth and development of the Town and affording adequate facilities for the housing, transportation, distribution, comfort, convenience, safety, health and welfare of its population the Town of Willsboro Planning Board is authorized to approve subdivisions in our community. . The Planning Board follows the procedures for subdivision review as presented in the Consolidated Laws of New York, Town Law §276-279.*

**Planning Board meetings are held on the 4<sup>th</sup> Tuesday of each month at 7:00pm at the Town Hall, 5 Farrell Road, Willsboro, NY 12996 (518) 963-7411.**

Review of a Minor Division application shall begin with a sketch plan (tax map section). A sketch plan shall show:

- 1) the entire plot of land to be subdivided,
- 2) the tax map number,
- 3) the zoning district(s),
- 4) the approximate size of the proposed lots, and
- 5) the locations of any proposed or existing roads, utilities, and easements, covenants or restrictions.

An application for a Minor Division shall include:

- \_\_\_ a copy of the deed relating to the property, and any proposed easements, covenants or restrictions,
- \_\_\_ copy(ies) of any driveway permit(s) required on Town, County or State roads,
- \_\_\_ SEQR (State Environmental Quality Review) compliance documents,
- \_\_\_ design(s) (by a NYS licensed engineer) of all proposed on-site sewage treatments systems, and water supply systems which meet the requirements of the NY State Dept. of Health,
- \_\_\_ three copies of a plat (by a NYS licensed surveyor) which contains the following:
  - a) proposed subdivision name, Town of Willsboro, Essex County, NY,
  - b) name and address of subdivider, and names of all adjoining property owners,
  - c) north point, map scale, name and address of surveyor, license number and seal,
  - d) boundary lines of the lots to be sold, including corners, bearings and distances,
  - e) location of existing structures, easements, wooded areas, watercourses and/or wetlands.

**For Office Use:**

Received by Planning Board: \_\_\_\_\_ Signature: \_\_\_\_\_

Regional Project Classification: Class A Regional Project \_\_\_\_\_ (Adirondack Park Agency Jurisdiction)  
Class B Regional Project \_\_\_\_\_ (Town of Willsboro Jurisdiction)

Comments: \_\_\_\_\_

Final Action: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

# MINOR DIVISION REVIEW CHECKLIST

Included below are the natural and public resource aspects to be considered for all subdivisions. (The Town of Willsboro Subdivision Regulations contain more specific objectives, guidelines and standards for each aspect.)

Soils: \_\_\_\_\_

Topography: \_\_\_\_\_

Surface Waters: \_\_\_\_\_

- a. water quality
- b. surface drainage
- c. flood plains

Ground Water: \_\_\_\_\_

Shorelines: \_\_\_\_\_

Mineral Resources: \_\_\_\_\_

Air Quality: \_\_\_\_\_

Noise Levels: \_\_\_\_\_

Wetlands: \_\_\_\_\_

Aquatic Communities: \_\_\_\_\_

Terrestrial Vegetation: \_\_\_\_\_

- a. general
- b. rare & endangered species
- c. production commercial forest land

Terrestrial Wildlife: \_\_\_\_\_

- a. general
- b. rare & endangered species

Aesthetics: \_\_\_\_\_

- a. general
- b. scenic vistas
- c. travel corridors

Open Space: \_\_\_\_\_

Adjoining and Nearby Land Use: \_\_\_\_\_

Wild, Scenic and Recreational Rivers: \_\_\_\_\_

Historic Sites: \_\_\_\_\_

Special Interest Areas: \_\_\_\_\_

Government Considerations: \_\_\_\_\_

Public Utilities and Community Resources: \_\_\_\_\_

Other: \_\_\_\_\_