



P.O. BOX 57
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MINOR SUBDIVISION CHECKLIST FOR SUBMITTAL TO THE TOWN OF BERNE PLANNING BOARD

Name of Applicant: _____ Application #: _____

Name of Proposed Subdivision: _____

Name of Property Owner: _____

Parcel I.D. # and Location: _____

FINAL PLAN

Note: All information requested in the Preliminary Sketch Plan should be carried over to the Final Plan/Survey Map.

- 1. Seven (7) Copies of Survey/Plan Stamped by a Licensed Land Surveyor (and Professional Engineer, If Necessary), Including the Following Information:
 - Location Map
 - Name of Subdivision or Property Owner
 - Name of Town and County
 - Date of Map/Plat
 - Scale Not Less Than 1" = 200'
 - North Arrow
 - Contour Intervals Not More Than 10'
 - Survey of Boundary Lines Including Bearings and Distances
 - Final Location of Existing and/or Proposed Wells
 - Final Location of Percolation Test Pits and Existing and/or Proposed Septic Systems
- 2. Two (2) Copies of Completed Application
- 3. Well Information (Hydrogeologic Assessment) If Available and/or Applicable (See Planning Board Members for Clarification), Including the Following:
 - Well and Septic System Approval by the Albany County Health Department in the Form of an Official Letter
- 4. SEQR Requirements Fulfilled
- 5. Approval Fee and Recreation Fee for Final Lots Approved, Paid to the Secretary of the Planning Board at the Time of the Final Approval
- 6. Final Plat Plan Filed by the Applicant with the Albany County Clerk's Office**

** Please refer to the attached instructions for Filing Final Subdivision Plats.