

Town of Berne
Minor Subdivision Application
For Sketch Plan Approval
(To Be Filled Out by the Property Owner or Applicant)

This is an application for a subdivision of land into two but not more than four lots. The property owner(s) or the applicant is responsible for providing all of the following information in order for the application to be considered by the Berne Planning Board.

All of the following information must be submitted to the Administrative Assistant at the Berne Town Hall at least 14 days prior to the next regular Planning Board meeting in order for it to be placed on the Planning Board's meeting agenda.

Please print the following:

Property Owner(s):

Name(s) _____; _____ Street: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Applicant (if different from owners):

Name: _____ Street: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Cell Phone: _____ Email: _____

Describe your legal interest in the property (e.g., purchase or lease agreement, gift :)

Subject Property:

Name or other identification of site (address): _____

Situated on the _____ side of _____ (Road)

Distance in feet _____ from the intersection of _____ (Road)

Tax map parcel #: Section _____ Block _____ Lot _____

Current Acreage: _____ acres Current land use(s): _____

Authorized Representative:

Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Cell Phone: _____ Email: _____

Contact: Building Code Administration, Administrative Assistant Telephone:
518-872-1448 x 106 / Email: Admin-Assistant@BerneNY.org Rev. 11/22

1. State the number of lots created from the original parcel since 1974 and the dates of the previous subdivisions: _____

2. Describe the number of lots to be created and the size of each lot:

3. Describe the proposed ownership of each lot (to be retained, leased, sold, gifted, etc.):

4. Describe the proposed uses of each lot:

5. Prepare a Sketch Plan that meets the criteria of Subdivision Regulations § 170-21 as follows:

The sketch plan shall be based a survey prepared by a NYS licensed land surveyor of the subject parcel, preferably not less than 200 feet to the inch, to enable the entire tract to be shown on one sheet. The sketch plan shall show the following information:

- A. The location of that portion which is to be subdivided in relation to the entire tract, and the distance to the nearest existing street intersection.
- B. All existing structures, wooded areas, streams and other significant physical features, within the portion to be subdivided and within 200 feet thereof. If topographic conditions are significant, contours shall also be indicated at intervals of not more than 10 feet.
- C. The name of the owner and of all adjoining property owners as disclosed by the most recent municipal tax records.
- D. The Tax Map sheet, block and lot numbers.
- E. All the utilities available, and all streets which are proposed, mapped or built.
- F. The proposed pattern of lots (including lot width and depth), street layout, recreation areas, systems of drainage, sewerage, and water supply within the subdivided area.
- G. All existing restrictions on the use of land, including easements, covenants, or zoning lines.

Attach as a required part of this application all of the following:

- ATTACHMENT A** – a copy of the current deed of the parcel proposed to be subdivided
- ATTACHMENT B** – a Sketch Plan that meets the above stated requirements
- ATTACHMENT C** – a completed EAF Form (*use the new NYS DEC form for 2019*)
- ATTACHMENT D** – a description of all existing and proposed easements, rights-of-way, or other restrictions of the use of the land for all lots
- ATTACHMENT E** – a copy of the signed receipt from the Building Code Administration or the Planning Board Secretary that the required application fee has been paid
- ATTACHMENT F** – a completed and signed copy of the Town of Berne Planning Board Site Visit Form
- ATTACHMENT G** – a copy of the signed Minor Subdivision Checklist

Note: copies of blank Attachment forms C, D, E, F, and G, are available at Town Hall and on the Town's website

Signature(s) of all current Land Owner(s) (required): _____ **Date:** _____

Signature of Applicant (required if different than the land owners): _____ **Date:** _____

To be completed by Administrative Assistant:

Note: The application shall not be accepted unless all required information is provided, including all listed attachments.

Date application received and stamped in: _____

Assigned Minor Subdivision Application IPS Number: _____

Minor Subdivision Sketch Plan Application - ATTACHMENT D

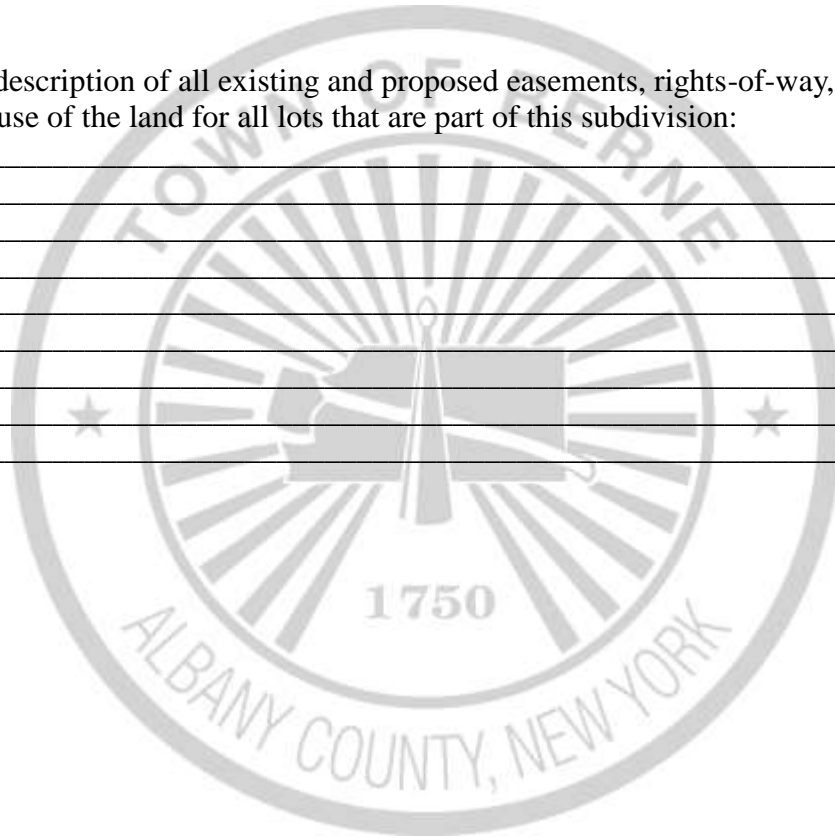
**Town of Berne
Minor Subdivision Sketch Plan Application
Description of Easements, Rights-of-way or Other Restrictions**

Name of Current Landowner(s): _____

Name of Applicant (if different from Landowners): _____

Name of Proposed Subdivision: _____

Provide a written description of all existing and proposed easements, rights-of-way, or other restrictions of the use of the land for all lots that are part of this subdivision:



Minor Subdivision Sketch Plan Application - ATTACHMENT E

**TOWN OF BERNE
MINOR SUBDIVISION - SKETCH PLAN APPLICATION
FEE RECEIPT**

Name of Current Landowner(s): _____

Name of Applicant (if different from Landowners): _____

Name of Proposed Subdivision: _____

Number of new lots created: _____

Application Fee: **\$175**

TOTAL DUE: _____ *at the time the application is submitted*

Date Paid: _____ **Check #** _____

Payment Received By:

Town Clerk: _____

Administrative Assisrtant: _____

Building Code Administration _____ **IPS #** _____

Note: The Town employee accepting the application at Berne Town Hall will review the application package to see if all of the required attachments are with the completed application form. The application should not be accepted unless the fee is paid.

The Town employee receiving the payment shall note the date received and Check # on this ATTACHMENT F form. A photocopy of this form will be then be made and furnished to the applicant as a disclosure of fees due and as a receipt of payment made.

Name of Current Landowners: _____

Minor Subdivision Sketch Plan Application - ATTACHMENT F

**TOWN OF BERNE
MINOR SUBDIVISION APPLICATION
PLANNING BOARD SITE VISIT CONSENT FORM**

Name of Applicant (if different from Landowners): _____

Name of Proposed Subdivision: _____

Tax Map Parcel: _____

The Town of Berne Planning Board requests your permission to visit your property as part of its review of your application for Minor Subdivision Approval.

The Board seeks authority at any time during the minor subdivision application process to walk the property and visit the site at the Board's unaccompanied convenience only. You do not need to be present during the site visits. The Board Members may, as they deem appropriate, bring consultants of their choosing to the site visits.

Please comment below if there are specific locations where Board Members should park.

Permission Granted:

Yes: _____ No: _____

Do you wish to be notified when a Board Member will be conducting a site visit?

Yes: _____ No: _____

If yes, please identify how you want to be contacted:

Telephone: _____ Cell Phone: _____ Email: _____

Signature of Property Owner:

_____ Date: _____

To be completed by Planning Board Secretary or Building Code Administration:

ISP file #: _____

Minor Subdivision Sketch Plan Application - ATTACHMENT G

**TOWN OF BERNE
Minor Subdivision Application
Sketch Plan Checklist**

Name of Current Landowner(s): _____

Name of Applicant (if different from Landowners): _____

Name of Proposed Subdivision: _____

I/We certify that we have compiled the following documents and labeled and provide them as required attachments to the Minor Subdivision Application:

Yes ___ No ___ Attachment A - a copy of the current deed of the parcel proposed to be subdivided.

Yes ___ No ___ Attachment B - a Sketch Plan that meets the requirements of the Town Of Berne Zoning Code Section 170-21

Yes ___ No ___ Attachment C - a completed and signed Short Environmental Assessment Form (EAF)

Yes ___ No ___ Attachment D – a written description of all existing and proposed easements, rights-of-way, or other restrictions of the use of the land for all lots
N/A ___

Yes ___ No ___ Attachment E - a copy of the receipt from the Building Code Administration or the Planning Board Secretary that the required application fee has been paid.

Yes ___ No ___ Attachment F - a completed and signed copy of the Town of Berne Planning Board Site Visit Form

Yes ___ No ___ Attachment G - a copy of the signed Minor Subdivision Sketch Plan Checklist

Landowner's Signature: _____ Date: _____

_____ Date: _____

Applicant's Signature: _____ Date: _____