

MINOR SUBDIVISION SKETCH PLAN APPLICATION

1. Initial Sketch Plan Application Submittal			
Applicant	Secretary to Planning Board	Planning Board Members	Building Code Administration
Applicant submits application, Sketch Plan, all required attachments and pays fee	<ul style="list-style-type: none"> - Determines if application is complete and collects fee - If not complete, does not accept application and informs applicant of missing information - If complete, informs PB Chair and places on next meeting agenda - Notifies PB Members that application has been received and is on meeting agenda - Makes copies of application for distribution to PB 	<ul style="list-style-type: none"> - Reviews the application materials prior to upcoming meeting - As appropriate, discusses with Building Code Administration 	<ul style="list-style-type: none"> - Assigns application number and logs application into tracking system - Discusses any concerns with PB Chairperson and members
2. Initial Planning Board Meeting to Review Sketch Plan			
<i>Could require additional follow-up PB meeting if alternate layouts or substantial additional information is required</i>			
Applicant	Secretary to Planning Board	Planning Board Members	Building Code Administration
Applicant and/or Authorized Representative attends meeting to discuss application with PB	<ul style="list-style-type: none"> - Secretary records motions and minutes - Records any specific recommendations from the PB - Prepares letter for PB Chairperson's signature to transmit written recommendations to Applicant - As directed by PB Chairperson, sends application materials to Albany County Planning Office - Coordinates site visits for PB members - Provides Conservation Board with copy of application seeking site visit review and comment 	<ul style="list-style-type: none"> - PB Members discuss application and ask clarifying questions - Determines whether the subdivision is Minor or Major - Determines if a Site Plan Review Application is also required - Determines if alternative subdivision layouts should be considered - Advises the applicant what additional information is required - Prepares draft EAF, if appropriate - Decides whether to send application materials to Albany County for review and comments - Decides to conduct site visits 	<ul style="list-style-type: none"> - Provides support PB

MINOR SUBDIVISION SKETCH PLAN APPLICATION DECISION MEETING

3. Planning Board Meeting To Approve or Deny Sketch Plan Application			
Applicant	Secretary to Planning Board	Planning Board Members	Building Code Administration
Applicant and/or Authorized Representative attends meeting to discuss application with PB	<ul style="list-style-type: none"> - Secretary records PB motions and minutes - Records any specific recommendations from the PB - Prepares letter for PB Chairperson's signature to transmit written recommendations to Applicant - Sends copy of approval or denial decision with findings. 	<ul style="list-style-type: none"> - PB Members discuss application and ask clarifying questions - Reviews Site Visit Findings - Reviews Conservation Board Comments - Reviews comments from Albany County Planning Office - Affirms application is for a Minor Subdivision - Determines if a Site Plan Review Application is also required - Reviews draft EAF - Grants Sketch Plan approval and makes any written recommendations to be incorporated into Final Plat (or) - Denies Sketch Plan Application stating specific findings for denial 	<ul style="list-style-type: none"> - Provides support to PB

MINOR SUBDIVISION FINAL PLAT APPLICATION RECEIPT AND REVIEW

4. Final Plat Application Submittal <i>(within 6 months of PB approval of Sketch Plan)</i>			
Applicant	Secretary to the Planning Board	Planning Board Members	Building Code Administration
- Prepares and submits application, Subdivision Plat drawing, all required attachments and pays fee	- Determines if application as submitted is complete, collects fee - If not complete, does not accept application and informs applicant of missing information - If complete, informs PB Chair and places on next meeting agenda - Notifies PB Members that application has been received and is on PB meeting agenda - Makes copies of application for PB	- Reviews the application materials prior to upcoming meeting - Discusses Building Code Administration, as appropriate	- Assigns application number and logs application into tracking system - Discusses any concerns with PB Chairperson and members
5. Planning Board Meeting – Final Plat Review			
Applicant/Authorized Rep	Secretary to the Planning Board	Planning Board Members	Building Code Administration
- Attends meeting to discuss the Subdivision Final Plat with PB	- Records meeting motions and minutes - Following meeting, prepares and sends out notices of public hearing to adjacent property owners	- Reviews Subdivision Final Plat - Confirms Final Plat is consistent with Sketch Plan and any previous PB written recommendations - Makes any recommendations for modifications to the Final Plat - Determines to schedule a public hearing	- Provides support to PB
6. Public Hearing <i>(within 62 days of Complete Final Plat application filed with Secretary of the Planning Board)</i>			
Applicant/Authorized Rep	Secretary to the Planning Board	Planning Board Members	Building Code Administration
- Makes optional brief presentation explaining subdivision - Listens to comments	- Prepares and submits notice of public hearing to newspaper - Prepares hearing sign-in sheet - Tape records meeting and prepares minutes	Chairperson - Requests persons to sign up to make brief comments - Explains purpose of hearing - Describes subdivision - Calls up commenters	- Provides support to PB

MINOR SUBDIVISION FINAL PLAT DECISION

<p align="center">7. Planning Board Meeting to Decide Whether to Approve Subdivision Final Plat <i>(within 62 days from the date of the held public hearing)</i> <i>(could be held same night of public hearing)</i></p>				
Applicant/Authorized Rep	Secretary to the Planning Board	Planning Board Members	Building Code Administration	
- Attends meeting to discuss the Subdivision Plat with PB	- Records meeting minutes, PB motions, and Board's decision	- Reviews public comments from Public Hearing -Completes SEQRA EAF Parts 2 and 3 - Grants final approval and authorizes the signing of the Minor Subdivision Final Plat by the PB Chairperson	- Provides support to PB	
	<i>Within 5 days of PB granting conditional approval:</i> - Certifies the Final Plat as being conditionally approved, - Files a copy in her/his office - Mails a copy to the subdiviver with a statement of requirements to be met - Receives copy of Final Plat from Subdivider with statement that requirements have been met and gives to the duly authorized officer of the PB to review and sign	(or) - Conditionally approves the Final Plat with or without modifications - Empowers a duly authorized officer to sign the Final Plat upon compliance with conditions		
	- As directed by PB, prepares a letter for PB Chairperson disapproving the Final Plat and stating the specific reasons for disapproval	(or) Disapproves the Final Plat stating the specific reasons for disapproval		