



TOWN OF CORINTH
600 PALMER AVENUE
CORINTH, NEW YORK 12822
PHONE: (518) 654-9232
FAX: (518) 654-7751

SUBMISSION REQUIREMENTS FOR MINOR SUBDIVISIONS

The preliminary submission requirements for a minor subdivision, defined as having **three (3) lots or less** (§ 112-1B), shall include the following (see § 112-10A):

- 1. **Eight (8)** copy of completed Town of Corinth subdivision application.
- 2. **Eight (8)** copy of completed environmental assessment forms as required by the State Environmental Quality Review Act (SEQRA) under Article 8 of the Environmental Conservation Law and its implementing regulations.
- 3. **Eight (8)** paper copies of a preliminary plat to a scale not smaller than fifty (50) feet to the inch, drawn accurately to scale. All sheets shall be thirty by forty-two (30 x 42) inches, twenty-two by thirty-four (22 x 34) inches, seventeen by twenty-two (17 x 22) inches or eight and one-half by fourteen (8 1/2 x 14) inches in size. When more than one sheet is required, all shall be the same size, and an index sheet of the same size shall be provided showing the entire subdivision to an appropriate scale.

Required components include:

- Highways or other major public or private improvements planned for future construction on or near the proposed subdivision, including those shown on the official map or master plan.
- Contiguous land owned or under option by the owner shall be shown with a street and lot plan for its development.
- Water elevations and subsurface information, including groundwater elevation.
- Existing and proposed property lines, present zoning and building setback lines, easement and right-of-way lines, with dimensions, azimuths or angle data and curve data.
- Monuments, iron pipes and bench marks (existing and proposed).
- Names of the owners of all adjacent property.
- Property reserved by the owner or dedicated to the public use.
- North arrow.
- Standard title block with the current revision date.
- Key map.
- Proposed use of each lot.
- Watercourses, marshes, rock outcrops and other important land features.
- Sanitary sewer/septic systems, gas lines and water lines/wells with all appurtenances (labeled to show size and material of each).
- Storm drainage plan meeting acceptable engineering standards for all drainage elements for the drainage of the subdivision.



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- If an on-site water supply is to be utilized, a note stating: *All lot sales shall be contingent upon a contract addendum for the location of water, flow capacity and potability, in accordance with the New York State Department Health standards.*
 - Any existing and/or proposed structures, wells and septic systems on the lands to be subdivided and on adjacent parcels (if applicable).
 - Regulated wetlands, classified streams, and the boundary and elevation of one-hundred-year floodplains.
 - A unique number assigned to each lot known as "the realty subdivision lot number". This number must be shown on each lot on the surveyors' portion of the subdivision plan. If there is more than one phase to a project, the lots will be numbered consecutively from one phase to the next, i.e. if Phase One has forty-seven (47) lots, each one will be number one to forty-seven (1-47) and Phase Two will begin with lot forty-eight (48). **The realty subdivision lot number must be the most visibly prominent number shown within the lot.**
 - Plans are consecutively numbered, beginning with the cover sheet and including all sheets regardless of surveying/engineering plans. If filing a "revised" map, reference the previously filed map as well.
 - Signature and seal of a professional engineer and/or a land surveyor, both registered in New York State, or a qualified land surveyor under § 7208, Subdivision n, of the State Education Law.
4. Additional information requested by the Planning Board as part of the preliminary and/or final submission (if applicable).
5. All forms and preliminary plats and fees submitted to the Planning Department a minimum of **ten (10) days** prior to the Planning Board's meeting date. Fees for major subdivisions are \$500 for the first three (3) lots and \$50 for each additional lot.
6. Attached letter stating the reasons the above requirement(s) # _____ could not be completed at this time.

Signature _____ **Date** _____
 Property Owner or Owner's Agent

Signature _____ **Date** _____
 Property Owner or Owner's Agent



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PROFESSIONAL INFORMATION:

1. **Property Owner(s):** _____
Street Address: _____
City, State, Zip: _____
Telephone #: _____

2. **Agent:** _____
Street Address: _____
City, State, Zip: _____
Telephone #: _____

3. **Applicant/Subdivider:** _____
Street Address: _____
City, State, Zip: _____
Telephone #: _____

4. **Surveyor:** _____
Street Address: _____
City, State, Zip: _____
Telephone #: _____

5. **Engineer:** _____
Street Address: _____
City, State, Zip: _____
Telephone #: _____



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MINOR SUBDIVISION SUBMISSION CHECKLIST

REQUIRED APPROVALS	YES	NO	DATE RECEIVED
Federal			
NYS Department of Health			
NYS Department of Environment Conservation			
NYS Department of Transportation			
Saratoga County Department of Public Works			
Town Highway Department			
Other			
APA Referral			
Type 1 or Class A			
Type 2 or Class B			
SEQR Review (EAF) Attached			

SUBDIVISION FEES SUBMITTED	YES	NO	AMOUNT
Preliminary			
Final			
Construction Inspection			
Parkland			

Signature _____ Applicant _____ Title _____ Date _____