

# **Town of Charlton**

## **Subdivision Application and Review Guide**

Last revised May 18, 2020

This guide describes the process that the Town of Charlton Planning Board uses to review subdivision applications within the Town of Charlton. This guide describes the review process in considerable detail, however, individual applications may contain specific issues not anticipated in this guide, and some modification of the typical processes noted below may be required.

The Subdivision Regulations that govern the subdividing of property is found in the Town's Subdivision Regulations (August 10, 1976 plus revisions). A copy of those regulations can be obtained from the Town Clerk or at [www.townofcharlton.org](http://www.townofcharlton.org) under Planning Board.

Included in this packet are: the Subdivision Application (Part 1 and Part 2), Short Environmental Assessment Form, Agricultural Data Statement and Control Form, Neighbor List Form (used for Public Hearing notification), Affidavit Form, standard map notes, map of the Agricultural District.

All materials submitted to the Planning Board for review are to be delivered to the Town Clerk's office.

Town Clerk Office hours are:

- Monday through Friday - 9 AM to 1 PM
- Tuesday evening - 6 PM to 8 PM
- Saturday - 9 AM to Noon
- Closed Saturdays during July and August

Charlton Town Clerk: 518-384-0152 x 201

Planning Clerk Assistance: Susan York, Planning Board Clerk, is available to answer questions regarding the preparation of application materials. Susan York can be reached at 518-399-3797.

The Planning Board meets the 3<sup>rd</sup> Monday of the month - except for December when the Board does not meet. The agenda review portion of the meeting begins at 7 PM for Planning Board members (applicants are not required to attend). The business portion of the meeting begins at 7:30 PM.

### **WHO NEEDS A SUBDIVISION?**

A subdivision is required for any lot line change to a parcel and the division of any parcel (or lot) into two or more lots. Each modified or newly created lot will require a separate deed and separate tax parcel number. If the proposed action is simply a lot line adjustment between two or more adjoining parcels, this action must also be presented to the Planning Board as a subdivision. The process for lot line adjustments are generally simpler than creation of a new parcels.

Only the property owner, or a person legally authorized to act on behalf of the owner, may be an applicant for a subdivision. The applicant shall complete the Affidavit Form (one for each owner), and have the signatures notarized.

## TYPES OF SUBDIVISIONS

In the Town of Charlton there are two types of subdivisions: Major and Minor, with the differences being: 1) the number of lots created; 2) any change in Town services that may be required as a result of the subdivision; 3) the amount of information required to be supplied to the Planning Board.

- Minor subdivision is one that results in two (2), three (3) or four (4) lots and does not require any modification to Town facilities or construction of new roads. Lot line adjustments are considered the same as minor subdivision. Note: The original homestead parcel is considered in the count of a subdivision. Example: A 5-acre parcel with 400 feet of frontage to be subdivided in half creating one new lot, would be considered a two-lot (Minor) subdivision.
- Major subdivision is one that results in five (5) or more lots or a subdivision that requires any new road or extension of municipal facilities. Any subdivision not classified as a Minor subdivision is a Major subdivision. Note: The original homestead parcel is considered in the count of a subdivision. Example: A 25-acre parcel with 1000 feet to frontage to be subdivided into a total of five lots, would be considered a five lot (Major) subdivision.

Any lots created from a parcel that had been previously subdivided within the last fifteen (15) years shall be counted in the total number when determining the type of subdivision appropriate to this application. This applies to all such lots whether or not they have been sold, rented or offered for sale or rent. No application fees are due for those lots created previous to this application.

## PURPOSE OF SUBDIVISION REVIEW

The Planning Board has the task of insuring that all subdivisions conform to the Town of Charlton Zoning Ordinance and Town of Charlton Subdivision Regulations. The Planning Board does not have the authority to approve the creation of lots that violate any provisions of the Zoning Ordinance. Examples of why a proposed lot might not comply with the Zoning Ordinance would be insufficient frontage or acreage. When an application does not conform to the Zoning Ordinance is presented to the Planning Board, it will be referred back to the Zoning Administrator or denied. If an applicant wishes to pursue a subdivision that does not conform to the Zoning Ordinance, they must first obtain an area variance from that provision of the Zoning Ordinance from the Zoning Board of Appeals. Approval by the Zoning Board of Appeals only allows the subdivision review process to proceed before the Planning Board, it does not include automatic subdivision approval by the Planning Board. The Planning Board considers each subdivision application on its own merits.

If a subdivision plan conforms to the Zoning Ordinance, it does not mean that the proposed plan will necessarily be approved. The Planning Board considers many issues, including but not limited to public safety, traffic, wetlands, water supply, possible effects on neighboring properties, sanitary waste disposal, storm water management, etc. The Planning Board will, however, attempt to work with an applicant to create a subdivision consistent with the purpose of the Zoning Ordinance and Subdivision Regulations.

### STEP 1: PRE-APPLICATION CONFERENCE WITH THE PLANNING BOARD

This step is not required, but most applicants find it helpful and it will generally accelerate the review process.

The purpose of this meeting is to allow the applicant to present the basic concept of the project so that he/she may obtain input from the Planning Board before doing extensive survey and detailed engineering drawings. This meeting provides an opportunity for the applicant to ask questions about the review process and to incorporate the Planning Board's comments about the project early in the review process.

Step 1 requires twelve (12) copies of the following information:

- Sketch Plan of the proposed subdivision.  
The Sketch Plan should show roads, streams, ponds, wetlands, and approximately how the land would be divided. A scale of 1" = 200 feet or 1 inch = 100 feet is preferred.
- Brief narrative of the proposed subdivision that includes:
  - All contact information, date, owner and location of land, and tax parcel number of the land being subdivided.
  - Proposed land uses of the newly created lots and any future subdivision plan for the property that is not be included in this application.
  - Adjoining property owners with tax parcel numbers.
  - Discuss any other subdivision activity that involved this property during the last 15 years.
  - Include a description of the intended uses of the land during the subdivision review process (e.g. logging, farming, filling, grading, road bed preparation, etc.). Only those activities included in the description and agreed to by the Planning Board may be conducted on the property during the review process.

This information must be submitted to the Town Clerk's office at least 14 days prior to the regularly scheduled Planning Board meeting. Applications received after that cut-off date will be held until the next regularly scheduled Planning Board meeting.

If the information presented is not complete an additional submittal to the Planning Board may be required. The Planning Board may request permission for the Planning Board and Town Engineer access to the property for review purposes.

When the Planning Board decides that it does not need more information, they will inform the applicant of any concerns they may have about the subdivision and the next appropriate step in the application process.

### The SEQR Process:

This section explains a step that must be taken by the Planning Board. According to New York State law, no action can be taken by the Planning Board on any application for a subdivision until after the Board complies with the requirements of the State Environmental Quality Review

Act (SEQR). The purpose of SEQR is to insure the Planning Board gives full consideration to all environmental consequences of an action at the earliest possible time in the review process.

To comply with SEQR, the Planning Board shall:

- 1) Identify the lead agency for the purposes of conducting an environmental review of the proposed application. Generally, this will be the Planning Board since it is the agency principally responsible for land use approvals.
- 2) Determine if there is the potential for significant adverse environmental effects resulting from the project. In SEQR language, this means the Planning Board must determine if the project will be a "Type 1 Action" (projects, listed in the law, that are presumed to be more likely to have a significant environmental effect) or will be an "Unlisted Action" (all other projects not excluded by the law). To assist the Planning Board in making this determination, it is necessary for the applicant to fill out one of the two environmental assessment forms and submit it with the Preliminary Application (see Step 2).
  - a) Applicants for a major subdivision are requested to fill out Part 1 of a Full Environmental Assessment Form. These forms are available on the New York State Department of Environmental Conservation (NYSDEC) website by using [www.dec.ny.gov/permits/6191.html](http://www.dec.ny.gov/permits/6191.html).
  - b) Applicants for a minor subdivision are requested to fill out Part 1 of a Short Environmental Assessment Form. The Short Environmental Assessment Form will generally be used for all minor subdivisions, although the Planning Board may request a Full Environmental Assessment Form after more information about the project becomes available.

The Planning Board will complete Parts 2 and 3 of the forms in a timely fashion and will make a decision about the potential for the project to create a "significant" or "not significant" impact on the environment. If a significant impact is considered possible, the applicant will be required to prepare an Environmental Impact Statement. If no significant environmental impact is anticipated, the Planning Board will issue a "Negative Declaration" and the SEQR process will be complete. If information suggesting a possible significant impact becomes known to the Planning Board after the Board has made a Negative Declaration, it may, at its discretion, amend the Negative Declaration. This amendment may require the preparation of an Environmental Impact Statement.

Effective October 7, 2013, the NYS Department of Environmental Conservation adopted new Short and Full Environmental Assessment Forms (EAF). The new forms are designed to work with new EAF Workbooks and EAF Mapper to simplify and standardize the EAF preparation process. The Planning Board recommends applicants, or their consultants go online and use this new process in completing the EAF for your application by using [www.dec.ny.gov/permits/6191.html](http://www.dec.ny.gov/permits/6191.html).

## STEP 2: PRELIMINARY APPLICATION

This step requires payment of a subdivision application fee. The fee is calculated from the net number of new lots proposed. The current fee schedule is available from the Town Clerk. Planning Board review will not begin until the application fee is paid. The fee is not refundable if the final approved subdivision has fewer lots than originally proposed, the applicant withdraws the application, or if the application is denied by the Planning Board. Therefore, it is not in the interest of the applicant to propose more lots than are suitable for the property. If the final

subdivision contains more lots than presented in the Preliminary Application, an additional fee will be required for each additional lot. If the proposed action is a lot line adjustment and no new lots are created, an application fee is still required unless waived by the Planning Board.

The application must be submitted to the Town Clerk's Office at least 14 days prior to the meeting to be on the agenda for that meeting. Applications received after that cut-off date will be held until the next regularly scheduled meeting. The applicant will remain on the agenda as long as regular progress on the application is occurring until the final subdivision is approved or denied. If, due to inaction by the applicant, no progress is made on the application for 3 months, the applicant will be removed from the agenda. They will need to notify the Planning Board at least 14 days prior to a meeting that they wish to be back on the agenda.

If the Pre-Application Conference was not held, this will be the first step in the process.

Presented below are items of information required by the Planning Board. If this information is included in the original application, it can speed up the review process, so it is beneficial to the applicant to make the application as complete as possible.

Please provide fifteen (15) copies of the following information, unless otherwise noted. Most documents are distributed to all parties involved in the review process, including referrals:

- Completed Subdivision Application Form, Parts 1 and 2.
- Narrative, including all information listed in Step 1 if not already provided for the Pre-application Conference.
- Three (3) copies of the deed(s) of any parcels involved in the proposed subdivision. Note any covenants or restrictions listed on the deed.
- Short or Full Environmental Assessment Form.
- Agricultural Data Statement shall be included if property is located in Agricultural District #2; lies within 500 feet of a farm operation that is located in an agricultural district or is located on a County road (see form and map in this packet). If required, the Planning Board Clerk will forward this statement, along with application paperwork to the Saratoga County Planning Board for review.
- Survey maps - Professionally prepared and signed survey maps (with seal) are required for all applications. Select a scale which will allow the entire parcel to be shown on one sheet (sheets should be not less than 8 ½ x 14 inches and not more than 30 x 42 inches). All drawings shall include a "revision block" with space for revision number, date, and description of any changes.

Show the following information:

- Existing and proposed roads and driveways
- Proposed lot lines after subdivision including dimensions of each lot, size of each lot and length of proposed road frontage
- All existing buildings on the property, with dimensions from lot lines
- All existing wells, septic systems on the property and adjacent property (within 100 feet if upslope, 200 feet if downslope)
- Location of proposed house, well, driveway and septic system for each new lot created to demonstrate all required setbacks can be met.
- Show culverts, public water lines, and sewer lines
- Identify all actively farmed areas
- Location of proposed new roads (if any)

- Elevation contours (using Lidar GIS topographical information available from Saratoga County)
- Wetlands, streams and ponds, and any regulated adjacent areas (state or federal)
- Locations of stone walls or other physical boundary evidence
- Limits of wooded areas
- Locations and results of percolation and deep test pits. If not witnessed by the Zoning Officer tests will need to be repeated prior to issuance of a building permit. At least two test pits are required in the location of the proposed septic system.
- Charlton's Standard Notes
- Charlton Planning Board Chairman's Signature Block
- Additional information requested by the Planning Board at the Pre-Application Conference and during the deliberation process
- Completed Neighbor List form - List all owners of property that are contiguous, adjacent to, or across an established road from the proposed boundaries of the subdivision. Include all active farms within 1500 feet for a minor subdivision or 2500 feet for a major subdivision. The tax records and maps at Town Hall assist in the preparation of this list. The Tax Roll contains the tax map numbers, names and addresses of the property owners, along with Property Class values [ 100 series is farming, 200 series is family residential, 300 series is vacant ].
- Affidavit form – All owners of the property or properties involved in the application, who authorize another party to act on their behalf, need to complete an affidavit form and sign it in front of a Notary Public.
- Application Fee and Engineering Fee

Each applicant is required to establish an escrow account to pay for any reviews of the application by the town engineer. The town engineer works on behalf of the Town of Charlton, not for the applicant. The Planning Board will refer all applications for subdivisions to the Town Engineer. After initial review of the preliminary application by the engineer, he will estimate the amount of money that the applicant will need to put into the account. Further review will continue only after the account is created. The bookkeeper for the Town of Charlton will assist the applicant with setting up the account. If, as the engineering review proceeds, additional funds are required, the applicant will be notified by the Town of Charlton. A positive balance must be maintained in the applicant's escrow account at all times. Failure to maintain a positive balance in the account will delay further review and Planning Board action. The account will be used for review of the Preliminary Application and for review of the Final Plan. Any escrow funds not expended will be returned to the applicant upon completion of all Planning Board action on the project and when final billing has been received from the Town Engineer. The Town of Charlton maintains all escrow accounts.

If the Planning Board does not formally hear from the applicant and if the application is inactive for a period of 6 months, the application will be considered withdrawn. If this happens, or if the applicant actually withdraws the application, fees and money spent to that time on the review will not be returned. Money in the escrow account (if any) will be returned to the applicant. If the applicant returns at a later date with a proposal for the same property, the application will be considered as a new application. This means that the process can be extended for two (2) six-month periods or start over including payment of all application fees.

Before the application can proceed to the next step, the Planning Board will make two determinations:

- 1) the application is complete (including all appropriate forms).
- 2) the subdivision concept, as modified if necessary, is approved.

If the Planning Board decides that it needs to have consultation from the Saratoga County Planning Board, the Planning Board will send a copy of the application to the County.

All work by the town engineer appropriate to the Preliminary Application must be received by the Planning Board before it determines the application to be complete. If the Planning Board decides that it needs to have consultation from the Saratoga County Planning Board, the Planning Board will send a copy of the application to the County. In this case, a reply from the County Planning Board is necessary before the Planning Board will make a determination about the completeness of the application.

Only after the Planning Board makes these determinations will the Planning Board schedule a Public Hearing to be held at its next regularly scheduled meeting. The public hearing may be waived for lot line adjustment applications. The application process does not continue until the Planning Board makes these two determinations.

Those town residents most likely to be affected by the subdivision must be notified before the Public Hearing. The applicant is responsible for: 1) filling out a post card (obtained from the Planning Board Clerk) for each of the neighboring properties listed in the application, and 2) returning the cards, along with sufficient postage, to the Town Clerk at least 10 days prior to the Public Hearing. The Planning Board may require an expanded notification procedure if the project may have a significant impact on more than just the immediate neighborhood. The applicant will be told by the Planning Board if additional property owners must be notified about the Public Hearing.

### STEP 3 - PUBLIC HEARING

A Public Hearing is held so that individuals other than Planning Board members can express their feelings and contribute additional pertinent information about the proposed project. The Public Hearing is usually scheduled to start at 7:30 PM on the same dates as scheduled Planning Board meetings. Other meeting arrangements may be made for controversial projects.

At the Public Hearing, the applicant will describe the proposed project. At the conclusion of the presentation, the Planning Board will open the floor for discussion and comment from those wishing recognition to speak. The Planning Board chair will direct questions to the appropriate person and will limit the time allowed for individual comments, should this be necessary. Members of the Planning Board will then be given the opportunity to question the applicant or anyone who has made comments before the Planning Board.

As a general rule, the Planning Board will make its decision within sixty-two (62) days after the date of the public hearing on the preliminary plat. Actions of the Planning Board will be:

- Approve the Preliminary Application and recommend that the applicant proceed to the Final Plan, or

- Approve the Preliminary Application with conditions. The applicant can proceed to the Final Plan after the conditions are met as determined by the town engineer, or
- Denial of the Preliminary Application. The applicant may reapply but the application will be treated as a new application. Application fees and funds expended from the escrow account will not be returned.

If the Planning Board approves the Preliminary Application with conditions, the applicant shall submit revised documents, showing compliance with the conditions in Step 4. Also, if comments from the County or any other agency require any revisions to the Preliminary Application, the appropriate documents shall be revised when preparing the Final Plan.

#### STEP 4 - FINAL PLAN

The applicant can now prepare the final proposal to the Planning Board. In addition to the revisions required above, it is beneficial to the applicant to consider making modifications to the Preliminary Application as recommended by the Planning Board. After the applicant receives approval from the Planning Board to prepare the final plat plan, the applicant has 6 months to prepare the final plan. If the applicant fails to submit the final plan to the Planning Board within this time, the preliminary plan approval is automatically revoked.

All project specific details requested by the Planning Board must be supplied in the final plan. Those details which must be supplied will depend on the project and will be identified by the Planning Board.

At a minimum, all projects will require the following additional information:

- updated survey map showing any changes from the originally submitted map,
- possible locations for dwellings and septic fields, results of soil perc tests,
- sufficient information (certified by a licensed land surveyor) giving complete descriptions of each proposed lot with reference to one or more substantial markers as approved by the town engineer.
- If water is to be supplied by a water district, include a statement from the town engineer that sufficient water is or is not currently available at the site.
- If the access road is a New York State highway or a County highway, the map shall show proposed road cuts. The Planning Board will forward a copy of the map to the Saratoga County Planning Board for review. The application will not become complete until the County Planning Board reports to the Town Planning Board approval of the road cuts as submitted.

If site improvements (e.g. roads) are proposed, please consult the sections IX and X in the subdivision regulations for requirements about performance bonds and design standards.

Larger and more complicated projects may require additional information. For example: a traffic study if the Planning Board decides that the potential increase in traffic volume is significant, or a storm water management plan, or any other information deemed relevant by the Planning Board.

When the Final Application has been determined to be complete (including all appropriate forms):

- 1) the Planning Board may determine the final plan to be in substantial agreement with the approved preliminary plan and a second public hearing is not needed. After the Planning Board has determined the Final Application to be complete, it has 62 days to act. or



- 2) the Planning Board decides that the final plan is not substantially the same as the approved preliminary plan, and will schedule a second public hearing to be held at the next regularly scheduled meeting after this determination is made. The format of the second Public Hearing will be the same as the first Public Hearing. The Planning Board may require modifications to the final plat before proceeding to act on the application. After the Planning Board has received any requested modifications to the final plan, it has 62 days to act.

Actions of the Planning Board will be:

- Accept the Final Plan as presented, or
- Accept the Final Plan with conditions. The applicant can proceed to the next step after the conditions are met as determined by the town engineer, or
- Denial of the Final Plan. The applicant is free to reapply but the application will be treated as a new application. Application fees and funds expended from the escrow account will not be returned.

#### STEP 5 - FILING

The Town of Charlton requires that a Park Fee to be paid to the Town for each new approved principal building lot created in the process of subdivision. For example: if one lot was subdivided into three lots, a Park Fee for two new lots will be payable to the Town.

After the Final Plan has been approved by the Planning Board, and the Planning Board chair has been authorized to sign the completed plans by a vote of the Board, the applicant shall submit to the Planning Board a minimum of two mylars and two paper copies of the Final Plan showing all conditions, restrictions, and covenants required by the Planning Board. Any procedural requirements for operations during construction that are placed on the subdivision by the Planning Board must be submitted in writing and signed by the owner of the property and the applicant, if they are not the same. The applicant will be provided with a sheet describing the Saratoga County requirements for filing a subdivision map.

If the project requires approval by the New York State Department of Environmental Conservation, the New York State Health Department, and/or any other agency, the chair of the Planning Board will not sign any plans until those agencies have affixed their stamp and signature.

To make the mylar official, it must be signed by the chair of the Planning Board. The following text for the signing block must be included on the mylar:

<p>THE TOWN OF CHARLTON PLANNING BOARD Approved by Resolution of the Planning Board of the Town of Charlton, New York on the _____ day of _____, 20____, subject to all requirements and conditions of said Resolution. A change, erasure, modification, or revision of the Plot as approved shall void the approval. Signed this _____ day of _____, 20____ by  _____ Planning Board Chair</p>
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One mylar and one paper copy of the approved subdivision will be returned to the applicant. If the applicant wishes additional mylars or copies signed and returned to them, they may submit them at this time. It should be noted that these documents will not be signed until all outstanding fees have been paid. These include Park Fee, engineering fees, and if the approved final plan has more lots than were in the Preliminary Application, an additional application fee per added lot will be due at this time.

The applicant must submit the signed mylar to the County Clerk's office within 62 days of approval signature by the Planning Board Chairman. If the applicant fails to file with the County within the specified time, the approval expires. An extension of this time period may be given at the discretion of the Planning Board.

If significant progress is not made on the approved project within 3 years from the date of project approval (see Section 265.A of Town Law), the applicant will be notified that the approval is withdrawn and the project must again be presented to the Planning Board before the project can continue. An extension for a fixed time period may be granted, allowing the project to continue (only one will be granted to the project). If no extension is granted, the approval for the project will remain withdrawn, the project will be terminated and the most practical way to return the original lot to pre-project conditions will be determined by the Planning Board. This condition on the project will be applied to Major subdivisions only.

**Town of Charlton Planning Board  
Standard Notes Required on Survey Maps  
03/04/06**

**Well Note:**

**“All building permits for dwelling units shall be contingent upon the construction of a water well with adequate flow capacity and acceptable potability in accordance with the requirements of the New York State Department of Health.”**

**Septic Note:**

**“Prior to the issuance of a building permit, a plan prepared by a licensed professional engineer showing the proposed sanitary disposal system, percolation tests, and details shall be submitted to the building inspector. The plan should be certified by the design engineer as meeting the requirements of Appendix 75-A of the New York State Department of Health and the Town of Charlton. Where non-conventional systems such as alternative systems, shallow systems and built-up systems are planned, the individual plans are to be approved by the New York State Department of Health and the construction, as built, is to be certified by a licensed professional engineer prior to issuance of the certificate of occupancy.”**

**Right to Farm Note:**

**“It is the policy of this state and this community to conserve, protect and encourage the development and improvement of agricultural land for the production of food, and other products and also for its natural and ecological value. This notice is to inform prospective residents that farming activities occur within the Town. Such farming activities may include, but not be limited to, activities that cause noise, dust, smoke and odors.”**

**Curb Cut Note:**

**“A curb cut permit from the *(NYS Department of Transportation/ Saratoga County Department of Public Works/Town of Charlton Highway Department)* will be necessary for access to *(Highway/Road)* prior to any construction. The applicant must provide a copy of this permit to the Town of Charlton as part of any building permit application.”**

**Wetlands Note:**

**“A review of the NYS Article 24 Freshwater Wetlands Map shows that DEC wetlands are present. Disturbance of this lot will require disposition from DEC regarding the presence of regulated wetlands and the appropriate buffer. A disturbance permit or reconfiguration of planned uses may be necessary.”**

**TOWN OF CHARLTON**  
**SUBDIVISION APPLICATION FORM - PART 1**

**Information about the property as it now exists**

Property owner(s): \_\_\_\_\_ (as listed on the deed)

Owner's address: \_\_\_\_\_

Address of proposed subdivision (if different from owner's address): \_\_\_\_\_

Owner's phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant name (if different from the owner): \_\_\_\_\_  
(if the applicant is a party with a purchase agreement, include a copy of the purchase agreement)

Applicant address: \_\_\_\_\_

Applicant phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Consultant name/address: \_\_\_\_\_

Consultant phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Tax map number(s): \_\_\_\_\_ Size of property (acres): \_\_\_\_\_  
(include block and lot numbers if available)

Road frontage (feet): \_\_\_\_\_ on (name of road): \_\_\_\_\_

Road frontage (feet): \_\_\_\_\_ on (name of road): \_\_\_\_\_

Distance to nearest intersection (feet): \_\_\_\_\_ Name of cross street: \_\_\_\_\_

Zoning district:            Residential \_\_\_\_\_ Residential/Agricultural \_\_\_\_\_ Agricultural \_\_\_\_\_

Does property have:

Agricultural Exemption: **Y** or **N** Conservation Easement: **Y** or **N** Special Use Permit: **Y** or **N** Variance: **Y** or **N**  
(if yes to any of the above, please provide permit/variance number, date of issuance, and stipulations)

\_\_\_\_\_

Area of (acres): State Wetlands: \_\_\_\_\_ Federal wetlands: \_\_\_\_\_ Flood Plain: \_\_\_\_\_  
(if this information is not known now, it will have to be obtained before the final plan will be complete)

Stream name(s) and classification(s): \_\_\_\_\_

Was this property the result of a subdivision within the last 15 years? **Y** or **N**

If yes, when and by whom: \_\_\_\_\_

Describe current uses of the property: \_\_\_\_\_  
\_\_\_\_\_

**TOWN OF CHARLTON**  
**SUBDIVISION APPLICATION FORM - PART 2**

**Information about the proposed subdivision**

Purpose of proposed subdivision: \_\_\_\_\_  
\_\_\_\_\_

Number of proposed lots: \_\_\_\_\_ (application fee is \$500 per new lot created - see review guide, lot line change \$100)

Size of minimum proposed lot (acres): \_\_\_\_\_ Minimum road frontage of proposed lot (feet): \_\_\_\_\_

Are new roads proposed? \_\_\_\_\_ if yes, how long (feet): \_\_\_\_\_

Proposed source of potable water: \_\_\_\_\_

Proposed method of sewage disposal: \_\_\_\_\_

Does the proposed subdivision comply with Zoning Ordinance Requirements for all lots?: \_\_\_\_\_

Consult the Review Guide for material which must accompany this application. A list of required material is found under Step 2 - Preliminary Application.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

Print name: \_\_\_\_\_

**PLANNING BOARD USE ONLY**

Date application received by Town: \_\_\_\_\_ Amount of application fee paid \$ \_\_\_\_\_

Signature of Town Official accepting fee: \_\_\_\_\_

01-01-2024

## PLANNING BOARD FEES

Minor Subdivisions	\$500 per lot (Non-refundable)
Major Subdivisions	\$500 per lot (Non-refundable)
Site Plan Review	\$500 (Non-refundable)
Lot Line Adjustments	\$100
Park/Open Space Fee	\$3,000 per lot (Payable prior to signing of Mylar)

## ZONING BOARD OF APPEALS FEES

Use Variance	\$500
Area Variance	\$250 plus \$100 per each additional variance requested
Interpretation of the Law	\$200
Exceptional Use Permit***	\$500 (Town Board may waive application fee)
Amendment to the exceptional use permit	\$300
Temporary Certificate Use/Occupancy	\$300
Other	\$300

\*\*\* Exceptional Use Permit fee applies if either Town Board or Zoning Board of Appeals retain review authority.