

TOWN OF MAMARONECK PLANNING BOARD
SUBDIVISION CHECKLIST

Print property address, tax block & lot

THE PURPOSE OF THIS CHECKLIST IS TO PROVIDE GUIDANCE FOR APPLICANTS AND STAFF. FOR COMPLETE AND UP-TO-DATE CODE REQUIREMENTS, REFER TO **CHAPTER 190** OF THE TOWN CODE OF THE TOWN OF MAMARONECK.

APPLICANT IS RESPONSIBLE FOR COORDINATING WITH BUILDING DEPARTMENT STAFF TO ENSURE THAT ALL DOCUMENTS AND INFORMATION REQUIRED BY CHAPTER 190 ARE TIMELY SUBMITTED. SUBMISSIONS MUST BE RECEIVED AT LEAST FORTY-FIVE (45) DAYS BEFORE THE APPLICABLE PLANNING BOARD MEETING TO OBTAIN THE BOARD'S INITIAL CONSIDERATION OF THE APPLICATION.

NO DOCUMENTS FROM APPLICANT WILL BE CONSIDERED BY THE PLANNING BOARD IF RECEIVED LESS THAN FOURTEEN (14) DAYS PRIOR TO THE APPLICABLE PLANNING BOARD MEETING. ANY INCOMPLETE OR LATE SUBMISSION MAY NOT BE PRESENTED TO THE PLANNING BOARD.

This signed and dated checklist is to be submitted with all of the required documents, with boxes checked as to all documents which are submitted with it.

THE APPLICANT HAS SUBMITTED THE FOLLOWING¹:

- 1. An application, application fee, engineering, and/or inspection fee in amounts set forth in the fee schedule approved by the Town Board
- 2. The name, address, email address and telephone number of the applicant and of the property owner, if different
- 3. A copy of the deed of ownership and if the applicant is not the record owner, a notarized statement from the owner authorizing the applicant to proceed on behalf of the owner
- 4. The applicant has identified on the application any Town officer, employee or board member with an interest in this application

¹ If any of the items in this checklist are not submitted herewith, please provide an explanation.

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5. A summarized list of all other permits and/or applications, which have been or must be made by the applicant in order to proceed this subdivision application

6. Copies of any previously issued site plan approvals, special permits, variances, covenants and/or restrictions affecting the subject property, resulting from a Town and County record search

7. A completed and signed environmental assessment form, unless it is a Type 2 action under the State Environmental Quality Review Act, as determined by the Town Environmental Planner

8. A list of all neighboring property owners, along with their mailing addresses, in accordance with the notification requirements of Chapter 144 of the Town Code

9. Survey conducted within one year of this application certified by a licensed surveyor, showing existing structures and features such as driveways, parking lots, walkways, etc. as well as the location of any public easements or rights of way

10. A description of the on-site soil types including the location of percolation tests, deep test pits, identifying the depths to ground water and/or bedrock.

11. Five (5) copies of the PRELIMINARY LAYOUT indicating existing contours, waterways or any rock outcroppings and other pertinent topographic features. It shall be at a scale no smaller than 50 feet to the inch unless otherwise approved by the Town Engineer and shall include the following information:

A. The proposed subdivision name or identifying title

B. The name and address of all owners of record (if an entity, the name and address of each person with an ownership interest in the property)

C. The date, true North point, scale and tentative new street name[s]

D. A map of the tract showing boundaries agreeing with the certified survey including lot lines and tax map designations

E. Natural features of possible importance, such as watercourses, wetlands, steep slopes, rock outcroppings and woodlands

F. The locations and names of existing streets and highways, easements and public properties or rights of way

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G. A topographic survey showing existing contour lines and waterways at sufficient intervals to establish the character of the terrain

H. A scaled plat showing the proposed street locations, limits of work, approximate proposed lot dimensions and approximate areas of the lots including proposed building envelopes and zoning allowances

I. A dimensional typical section indicating the proposed pavement and sidewalk areas and curbing treatments

J. The location of existing sewers, drains, water mains, fire hydrants, street lights, utility poles, gas mains and other buried utilities

K. The location of proposed sewers, drains, water mains, fire hydrants, street lights, utility poles, gas mains and other buried utilities

L. If the submission covers only a portion of the tract, a light dashed-line sketch of the prospective future streets for the balance of the tract, on the same drawing

M. The location of the property with respect to all adjacent properties and streets, plus the names of all adjoining property owners of record and the names of adjoining developments, if any

N. The widths of pavement and sidewalks of all adjoining streets

O. An area map at a scale of one inch equals 400 feet, on the same drawing, showing all streets and all property (with all improvements thereon) within 1,000 feet of the boundaries of the applicant's property. All property held by the applicant, in whole or in part, individually or in any manner, in the area is to be identified

P. The approximate location and dimensions of any/all property proposed to be set aside for playground, park, recreational, and/or public use

Q. Identification of zoning districts and boundaries

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FOURTEEN (14) COMPLETE APPLICATION PACKAGES ARE REQUIRED TO BE SUBMITTED TO THE DEPARTMENT OF BUILDING WITH DOCUMENTS ASSEMBLED IN NUMERICAL ORDER CONSISTENT WITH THIS CHECKLIST. A MINIMUM OF FIVE (5) OF THE APPLICATION PACKAGES MUST CONTAIN FULL SCALE DRAWINGS; OTHERS CAN BE REDUCED SCALE COPIES.

IN ADDITION TO COMPLYING WITH THE FOREGOING SUBMITTAL REQUIREMENTS THE APPLICANT IS REQUIRED TO COMPLY WITH THE NOTIFICATION PROCEDURES SET FORTH IN CHAPTER 144 OF THE TOWN CODE.

The undersigned applicant(s) hereby certifies/certify that all documents checked above are submitted herewith and are accurate and complete.

Print Name of Applicant **Signature** **Date**

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