

TOWN OF BUTTERNUTS

PLANNING BOARD

Checklist for Subdivision application

- _____ 1. Completed/notarized Town of Butternuts subdivision application.
- _____ 2. Fee of \$10.00 cash or check payable to Town of Butternuts
- _____ 3. Survey maps for the proposed subdivision: One (1) mylar and four (4) paper copies. Otsego County requires the mylar when the deed is filed with the County Clerk.
- _____ 4. Completed Agricultural Data statement
- _____ 5. NYS SEQR Short Environmental Assessment form Part 1 (found at https://www.dec.ny.gov/docs/permits_ej_operations_pdf/seafpartone.pdf) completed and signed. The Planning Board will address Parts 2 and 3 when reviewing the application.
- _____ 6. Deed description of the final property(ies).
- _____ 7. An additional fee of \$10.00 per lot created will be assessed upon approval of the application.

The completed Subdivision application and supporting materials must be filed with the Town Clerk no fewer than ten (10) days prior to the meeting. The Town Planning Board meets the second Tuesday of each month. The applicant or designated representative must be present at the meeting.

**TOWN OF BUTTERNUTS
PLANNING BOARD
SUBDIVISION APPLICATION**

Name:

Date:

Address:

Phone:

Location of Property:

Tax Map number:

Property owner [if not the same]:

Address:

Phone:

Years owned: _____ Has this property been subdivided in the last 5 years? _____

Explanation of proposed land use (number of lots to be created):

By signing this application, I certify that I am the owner of record of the parcel being subdivided, or the owner's authorized representative.

I swear the above information is true to the best of my knowledge.

Signature

Date

This application must be notarized

For Planning Board use:

Date Submitted:

To: Town Clerk

Planning Board Secretary

Use classification

Documents needed:

Action taken:

AGRICULTURAL DATA STATEMENT

Per § 305-a of the New York State Agriculture and Markets Law, any application for a special use permit, site plan approval, use variance, or subdivision approval requiring municipal review and approval that would occur on property within a New York State Certified Agricultural District containing a farm operation or property with boundaries within 500 feet of a farm operation located in an Agricultural District shall include an Agricultural Data Statement.

A. Name of applicant: _____
Mailing address: _____

B. Description of the proposed project: _____

C. Project site address: _____ Town: _____

D. Project site tax map number: _____

E: The project is located on property:
 within an Agricultural District containing a farm operation, or
 with boundaries within 500 feet of a farm operation located in an Agricultural District.

F. Number of acres affected by project: _____

G. Is any portion of the project site currently being farmed?
 Yes. If yes, how many acres _____ or square feet _____?
 No.

H. Name and address of any owner of land containing farm operations within the Agricultural District and is located within 500 feet of the boundary of the property upon which the project is proposed.

I. Attach a copy of the current tax map showing the site of the proposed project relative to the location of farm operations identified in Item H above.

- NOTE:
1. The local board will solicit comments from the owners of land identified above in order to consider the effect of the proposed action on their farm operation. Solicitation will be made by supplying a copy of this statement.
 2. Comments returned to the local board will be taken into consideration as part of the overall review of this application.
 3. The secretary to the local board is responsible for sending copies of the completed Agricultural Data Statement to the property owners identified above. The cost of mailing shall be paid by the applicant at the time the application is submitted for review. Failure to pay at such time means the application is not completed and cannot be acted upon by the board.

FARM NOTE

Prospective residents should be aware that farm operations may generate dust, odor, smoke, noise, vibration and other conditions that may be objectionable to nearby properties. Local governments shall not unreasonably restrict or regulate farm operations within State Certified Agricultural Districts unless it can be shown that the public health or safety is threatened.

Name and Title of Person Completing this form **Date**