

TOWN OF BUTTERNUTS

PLANNING BOARD

- _____ 1. Completed/notarized Town of Butternuts subdivision application.
- _____ 2. Administrative fee of \$40.00 , check payable to Town of Butternuts.
- _____ 3. Survey maps for the proposed subdivision: One 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 \$20.00 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 (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:

Tax Map number:
Property owner (if not the same):

email:

Address:

Phone:

Years owned: _____ Has this deed been divided in the last five(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 deed being subdivided, or the owner's authorized representative.

Administrative Fee: \$40.00 per application: \$20.00 per lot created. Checks to Town of Butternuts

Approved
Town of Butternuts Planning Board
Chairman: _____
Secretary: _____
Application Number: _____

Signed _____ Date _____

Notarize: _____

Notary stamp here

Date Submitted: _____ to: Town Clerk _____ Planning Board Secretary _____

*****Must be received 10 days prior to the scheduled Planning Board meeting*****

*****This application expires one year from the date of Planning Board approval*****