



TOWN OF RED HOOK

7340 SOUTH BROADWAY ~ RED HOOK, NY 12571

- **Planning Department**

Office: 845.758.4613 ~ Fax: 845.758.0492

Email: planning@redhook.org ~ Web: www.redhook.org

SUBDIVISION REVIEW AND APPROVAL CHECKLIST

PROJECT _____

APPLICANT _____

The following information is provided as a summary of the Town of Red Hook's Subdivision regulations and Planning Board policies. Application for Subdivision Review and Approval is made in accordance with Chapter 120 of the Town of Red Hook Code. Applicants are responsible for complying with Chapter 120 and any other sections of the Zoning Code pertinent to their applications.

Applicants should initially submit an application for sketch endorsement and any required fees and escrow deposits together with a sketch plan of the proposed subdivision. Subdividers of land within the Agriculture District must submit an Agricultural Data Statement along with any other information required by Section 143-47(D) of the Zoning Code with the initial application. The Board encourages pre-submission conceptual discussions, where appropriate.

A sketch plan conference will be held to review the basic subdivision concept and to determine the extent of review necessary for the proposed project. Sketch plan conferences are conducted during regular work sessions of the Planning Board. In order to be considered for the next available meeting agenda, the items set forth on the sketch plan submission checklist must be submitted to the Planning Board office at least ten calendar days prior to such meeting. **Incomplete submissions will not be processed.**

Within 180 calendar days after receiving sketch plan endorsement, the applicant shall submit an application for final or preliminary approval, a preliminary or final plat and any required fees. The plat submitted shall comply in all respects with the requirements of the subdivision regulations. The Planning Board will conduct a public hearing within 45 days after its formal acceptance of the application for final or preliminary plat approval. In accordance with SEQRA, the Planning Board must consider the potential environmental consequences of the proposed subdivision as part of its deliberations. A resolution setting forth the Board's decision will be mailed to the applicant at the conclusion of the process. If the Board conditionally approves a plat, such conditions shall be fulfilled within six months of the date of the approval unless, an extension is granted by the Board. No plat may be filed unless, it has been signed by the Chairman.



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SUBDIVISION REVIEW AND APPROVAL CHECKLIST

Applicant's Initials

Sketch Plan Submission Checklist

Completed Application Form (signed original and 6 copies)

Owner Consent Form, if required (original, signed and dated by owner)

Environmental Assessment Form (short or full)

Sketch plan (major subdivision sketch plans must comply with Section 120-21) (original and 6 copies)

Copy of property deed

Copy of any recorded easements, restrictions, etc.

Copy of prior Filed Subdivision Map

Copy of any existing permits, approvals or compliance notifications

Data available from Planning Board office and/or other public agencies with respect to soils, topography and water resources

Application fee in accordance with published fee schedule

Initial escrow deposit in accordance with published fee schedule (Depending on the complexity of the project, additional escrow deposits may be required to cover consultants' fees)



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SUBDIVISION REVIEW AND APPROVAL CHECKLIST

Applicant's Initials

Final Approval Submission Checklist

Please submit the following items ***after*** receiving sketch plan endorsement from the Planning Board.

- | | |
|-------|--|
| _____ | Application for Final Plat Approval (Minor Subdivision) or Preliminary Plat Approval (Major Subdivision) |
| _____ | Final plat conforming with Section 120-20 (minor subdivision) or preliminary plat conforming with Section 120-22 (major subdivision) (original and 6 copies) |
| _____ | Application fee in accordance with published fee schedule |
| _____ | Escrow deposit as necessary |
| _____ | Other information required by Planning Board (specify _____) |
| | <u>Final Plat Submission Checklist (Major Subdivisions Only)</u> |
| _____ | Final plat conforming with Section 120-23 (original and 6 copies) |
| _____ | Final plat fee, if required |

Applicants may contact the Planning Board staff at (845) 758-4613 or at planning@redhook.org with questions concerning procedure or scheduling

CERTIFICATION

I, the undersigned, do of my own personal knowledge certify that the above information has been provided in support of the referenced application.

Print Name

Signature

Date