

# TOWN OF JAY

## APPLICATION TO THE TOWN OF JAY PLANNING BOARD

- INSTRUCTIONS:**
- All information requested must be provided except where not applicable.
  - The application must be accompanied by 3 application copies, 3 sketch plans and/or 3 Surveyor Preliminary Maps of the subdivision.
  - Applications and Sketch Plans or Preliminary Maps must be submitted at least ten (10) calendar days prior to a regular meeting of the Planning Board
  - The Procedure and Requirements for Sketch Plan Review are found in Article II A and IV A of the Town Subdivision Regulations. Please review the Subdivision Regulations.

**APPLICATION FOR:**

- Minor Division (Boundary Line Adjustment)
- Minor Subdivision - Number of Lots \_\_\_\_\_
- Major Subdivision - Number of Lots \_\_\_\_\_

**FEES:** Application fees will be paid prior to application being presented to Planning Board meeting.

Minor Division – Boundary Line Adjustment: \$50.00

Minor Subdivision: \$50.00 plus \$25.00 per lot

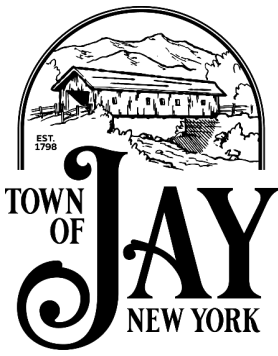
Major Subdivision: \$50.00 plus \$25.00 per lot (**Additional fees may be required**)

**APPLICATION DOCUMENTS:** Please submit application fee and three (3) sets of the full Application to the Town Clerk at least 10 days before the next Planning Board meeting.

**PARCEL INFORMATION**

PHYSICAL ADDRESS (street/road name with # if known ) \_\_\_\_\_

Tax Map – Section \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_



# TOWN OF JAY

**APPLICANT INFORMATION**

APPLICANT NAME(S): \_\_\_\_\_  
 MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_  
 ZIP CODE \_\_\_\_\_ PHONE # \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

**CURRENT PROPERTY OWNER** (IF DIFFERENT FROM APPLICANT)

OWNER NAME(S): \_\_\_\_\_  
 MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_  
 ZIP CODE \_\_\_\_\_ PHONE # \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

**REPRESENTATIVE FOR BOARD MEETING** (Applicant or Representative required to be present for Board to act)  APPLICANT  OTHER (Requires Owner(S) Signed and Notarized Authorization Form)

REPRESENTATIVE NAME \_\_\_\_\_  
 MAILING ADDRESS \_\_\_\_\_  
 CITY/STATE/ZIP \_\_\_\_\_ PHONE # \_\_\_\_\_  
 \_\_\_\_\_  
 EMAIL ADDRESS \_\_\_\_\_

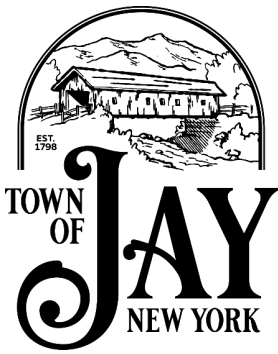
**DESCRIPTION OF PROJECT**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ADDITIONAL INFORMATION:**

Other Governing Agencies having Jurisdiction if any: (If approvals from other governing agencies have already been obtained, please **provide copies** for Planning Board records).

Adirondack Park Agency:	_____ YES _____ NO	PROJECT No. _____
Dept of Environmental Conservation:	_____ YES _____ NO	
NYS Dept of Transportation	_____ YES _____ NO	
NYS Dept of Health	_____ YES _____ NO	
US Army Corps of Engineers	_____ YES _____ NO	
Town of Jay Highway Dept.	_____ YES _____ NO	
Essex County Highway Dept.	_____ YES _____ NO	
Local Fire Department	_____ YES _____ NO	



# TOWN OF JAY

If a Minor or Major Subdivision - Roadways to be dedicated: \_\_\_\_\_ YES \_\_\_\_\_ NO  
 If a Minor or Major Subdivision – Water Lines to be dedicated: \_\_\_\_\_ YES \_\_\_\_\_ NO  
 If a Minor or Major Subdivision – Will this be completed in Phases: \_\_\_\_\_ YES \_\_\_\_\_ NO

Is the property to be gifted to family: \_\_\_\_\_ YES \_\_\_\_\_ NO  
 Are Deed Restrictions or Covenants to be Imposed \_\_\_\_\_ YES. \_\_\_\_\_ NO  
 Has the property been subdivided since March 13, 1991? \_\_\_\_\_ YES. \_\_\_\_\_ NO  
 If yes, when was the property last subdivided? \_\_\_\_\_

Is there any outstanding litigation pertaining to the property on application? \_\_\_\_\_ YES. \_\_\_\_\_ NO

If yes, please provide a brief description:

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### **SUPPORTING DOCUMENTATION:**

- Copy of deed(s). If rental or lease  Copy of agreement showing contractual rights.
- Signed/Notarized letter(s) of owner/applicant/other affiliated parties for Authorized Representative
- Signed/Notarized letter(s) by all parties involved in Boundary Line Adjustments
- Articles of Association, if a business owned property to show who may act of Application
- Copy of tax map (*Essex County GIS screen print is sufficient*)
- Copy of Subdivision/Survey Map prepared by a NYS Licensed Surveyor
- Health Department -  Approval  Denial Date  Drainage Test information required?  Yes  No
- APA Jurisdictional Determination or APA Permit
- SEQR Form
- Articles of incorporation, articles of association, proof of establishment of a business entity
- Abstract of Title
- List of property owners within 500' of overall parcel. *NOTE: This should be in an envelope or label format for public notice.*

Name of NYS Licensed Surveyor: \_\_\_\_\_ Telephone No. \_\_\_\_\_

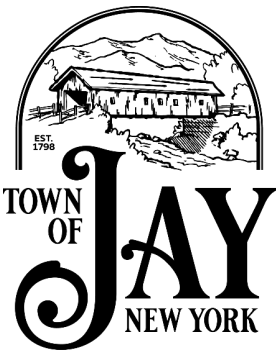
Name of NYS Licensed Engineer: \_\_\_\_\_ Telephone No. \_\_\_\_\_

### **Signature of Owner, Applicant or Authorized Agent:**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

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# TOWN OF JAY

## FOR PLANNING BOARD USE

Submission Date: \_\_\_\_\_ Application deemed \_\_\_\_\_ Complete  
\_\_\_\_\_ Incomplete

Public Hearing Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

Planning Board Comments/Requirements/Conditions Made on Subdivision/Minor Division

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Comments Made at Public Hearing

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Status of Compliance with **SEQRA**: Type of Action: [ ] Type 1 [ ] Type 2 [ ] Unlisted

[ ] Negative Declaration [ ] Positive Declaration

Comments: \_\_\_\_\_  
\_\_\_\_\_

Application for approval of Preliminary Plat of a Minor or Major Subdivision is:

\_\_\_\_\_ Approved on \_\_\_\_\_ (Date)  
\_\_\_\_\_ Approval with modifications on \_\_\_\_\_ (Date)  
\_\_\_\_\_ Disapproved on \_\_\_\_\_ (Date)

**NOTE: Reasons for decision of Planning Board must be made in writing.**

Final Plat must be submitted by \_\_\_\_\_ (Date)

FEE PAID

AMOUNT \$ \_\_\_\_\_ [ ] CASH [ ] CHECK # \_\_\_\_\_

DATE \_\_\_\_\_ APPLICATION # \_\_\_\_\_

DATE OF FINAL APPROVAL: \_\_\_\_\_ SIGNATURE OF CHAIR: \_\_\_\_\_