



**HILLSDALE PLANNING BOARD
TOWN OF HILLSDALE
COLUMBIA COUNTY, NEW YORK**

GUIDE FOR PLANNING BOARD APPLICANTS

INFORMAL REVIEW - by request, limited to one appearance before the Planning Board at no fee. Any existing supporting maps, documents, etc., may be brought to this meeting for review.

SUBMISSION OF APPLICATION - An application must be completed and submitted to the Planning Board, with the application fee of \$100, made out to Town of Hillsdale, at least 5 days prior to official appearance before the Board. Once the scope of the project has been determined by the Board, further fees may apply.

ATTENDING THE MEETING - The Applicant or the Applicant's representative, with written authorization, must attend each meeting of the Planning Board at which this application will be addressed. Two copies of a Sketch Plan are required. (See Article V, Section 1 of the Subdivision Law found in the Comprehensive Plan, CP) Upon review of the application, the Board will determine whether this application is a Lot Line Adjustment, a Site Plan Review, or a Subdivision application. At this, or a subsequent meeting, the Planning Board has the authority to determine whether an application is a major or minor subdivision.

OTHER GOVERNMENT REQUIREMENTS – It is the applicant's responsibility to submit water or sewer plans to the necessary Town, County and State agencies.

PUBLIC HEARINGS – A public hearing is required when any application may have any impact on neighbors, including visual impact across the valley, traffic, environmental, noise, etc., at the discretion of the Planning Board.

PLANNING BOARD ACTIONS:

1. LOT LINE ADJUSTMENT

If the application and Sketch plan have been determined to describe a Lot Line Adjustment, and it is approved by the Board, it will be stamped and signed by the Board Chairman and must be filed by the Applicant at the Office of the County Clerk within 60 days.

2. SITE PLAN REVIEW

If the applicant has been referred to the Planning Board by the Building Inspector or the Zoning Enforcement Officer, or if the application requires a site plan review, the Board will review the information provided. If the proposed plan occurs in the Ridgeline Overlay District, additional criteria will be required. See Chapter 5.1-4 of the C P for requirements for the Ridgeline Overlay District. For complete information about the Site Plan Approval process, see Chapter 7, Sections 7.1 to 7.3 of the Comprehensive Plan

3. **MINOR SUBDIVISIONS** (See Article V, Section 2 of the Subdivision Law in the Comprehensive Plan.)
- a. **MINOR SUBDIVISION PLAT** Six copies of the Plat, clearly marked "Preliminary Plat", are required to be presented to the Board. Once the Plat has been submitted to the Planning Board, the Board will discuss any changes that need to be made with the Applicant. An updated Plat will be submitted at a subsequent Board meeting.
 - b. A **PUBLIC HEARING** will be scheduled when discussion with the Board is completed. The Applicant is required to send a letter to all abutting neighbors, return receipt requested, advising them of the time and place of the Public Hearing. These receipts will be presented to the Planning Board prior to the start of the Public Hearing. The Public Hearing is required by State Law.
 - c. **SEQRA** - A short or long SEQRA form, as determined by the Planning Board, must be submitted by the applicant with the submission of the Final Plat. The Planning Board will complete its part of the SEQRA following any Public Hearing and prior to final approval.
 - d. **FINAL PLAT** – After Planning Board approval, the Final Plat will be stamped by the Planning Board chair and must be filed by the Applicant at the Office of the County Clerk within 60 days.
4. **MAJOR SUBDIVISIONS** (See Article V, Section 3 of the Subdivision Law found in the Comprehensive Plan)
- a. **PRELIMINARY PLAT** - Six (6) copies of the Preliminary Plat are required to be presented to the Board, clearly marked "Preliminary Plat".

Once the Preliminary Plat has been reviewed by the Planning Board, the Board will discuss any necessary changes with the Applicant. The Applicant will then submit an updated Plat at another scheduled Board meeting.

The Final Plat, also called a **MAJOR SUBDIVISION PLAT**, will be submitted to the Board. (See Article V, Section 4 of the Subdivision Law found in the Comprehensive Plan.) Six (6) copies of the Plat are required.
 - b. **PUBLIC HEARING** – A public hearing will be scheduled at this time. The Applicant is required to send a letter to all abutting neighbors, return receipt requested, advising them of the time and place of the Public Hearing. These receipts will be presented to the Planning Board prior to the start of the Public Hearing.
 - c. **SEQRA** – The long form SEQRA will be submitted with the submission of the Final Plat. The Planning Board will complete its part of the SEQRA, following any Public Hearing and prior to final approval.
 - d. Final Plat – After Planning Board approval, the Final Plat will be stamped by the Planning Board chair and must be filed by the Applicant at the Office of the County Clerk within 60 days.

2010 PLANNING BOARD FEE SCHEDULE

Lot Line Adjustment	\$145
Minor Subdivision	\$430
Major Subdivision	\$725 + \$300/lot
Site Plan Review	\$425 + \$8.50/acre
Plan Re-Stamping	\$145
Parks & Recreation	\$725/lot

N.B. - This fee schedule is subject to change each calendar year.



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PLANNING BOARD APPLICATION

Tax Parcel ID: _____

Number of acres: _____

Property Address: _____

Current zoning of property: Rural Hamlet Mixed Use Highway Business

Summary of intended action: _____

Type of Application (*check all that apply*):

Subdivision

Site Plan Review

Lot Line Adjustment

Property Owner 1: Name _____
Address _____
Phone number _____

Property Owner 2: Name _____
Address: _____
Phone number _____

Does the property contain a farm operation located within an agricultural district or is the property boundary within 500 feet of a farm operation located in an agricultural district?

Yes

No

The undersigned hereby makes application in accordance with all applicable laws and other requirements of the Town of Hillsdale, Columbia County, New York.

Signature, Owner of Record _____

OR Signature of Owner's Representative _____

Print Name _____

Date _____