



## 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** - 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**

**Minor Subdivision Plat** (see Article V, Section 2 of the Subdivision Law in the CP.)

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.

**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.

**SEQRA** - A Short/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.

**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. *They must be in black and white.*

### 4. **Major Subdivisions** (See Article V, Section 3 of the Subdivision Law found in the Comprehensive Plan)

Six 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, if any changes need to be made, the Board will discuss them with the Applicant and an updated Plat will be submitted 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 CP.) Six copies of the Plat are required. *They must be in black and white.*

**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.

**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.

**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.

**Planning Board Fee Schedule as of 2016**

Lot Line Adjustment	\$165
Minor Subdivision	\$500 + \$185/lot
Major Subdivision	\$775 + \$300/lot
Site Plan Review	\$500 + \$9.25/acre
Plan Re-Stamping	\$155
Parks & Recreation	\$825/lot

*This fee schedule is subject to change each calendar year.*

**Town of Hillsdale, Columbia County, New York  
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

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Name of Property Owner 1:

Address:

Phone number:

Name of Property Owner 2:

Address:

Phone number:

Email:

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 of Owner of Record \_\_\_\_\_

OR Signature of Owner's Representative \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_