



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

## **GUIDE FOR APPLICANTS**

**SUBMISSION OF APPLICATION:** The first step in applying to the Planning Board is for the applicant to submit the appropriate application which should be emailed to [hillsdalepb@gmail.com](mailto:hillsdalepb@gmail.com). A fee of \$100 must be made payable to Town of Hillsdale and sent to Planning Board, PO Box 305, Hillsdale, NY 12529. This must be submitted **at least 7 days** prior to the Planning Board meeting. It is strongly suggested that a digital copy of the plans for this application (along with any other relevant documents) is also submitted at this time.

**ATTENDING THE MEETING:** The Applicant, or Applicant's representative (with written authorization) must attend each meeting of the Planning Board at which this application will be addressed. At least two copies of a Sketch Plan are required (As described in Chapter 202-12 of [Hillsdale eCode](#)). The Board will determine, if it has not already done so, whether this application is a Lot Line Adjustment, a Subdivision (whether Major or Minor) or a Site Plan Review.

**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:** These are required when any application may have an impact on neighbors, including visual impact, traffic, environmental concerns, or noise. Subdivision applications will also require a public hearing. All public hearings are at the discretion of the Planning Board.

## PLANNING BOARD ACTIONS

### LOT LINE ADJUSTMENT

Bring at least 5 copies of the plan to the Board meeting. If the application and sketch plan have been determined to be a Lot Line Adjustment, and is approved by the Board, it will be stamped and signed by the Board Chair. It must then be filed by the applicant at the Office of the County Clerk within 60 days.

### SITE PLAN REVIEW

Applicants must be referred to the Planning Board by the Building Inspector or Zoning Board. Any proposed plans occurring within the Ridgeline Overlay (see rules on Ridgeline Overlay District in Chapter 245-31 in [Hillsdale eCode](#) . A map of the Overlay District may be found [here](#)), should go to the building Inspector first and MUST be reviewed by the Board, which will review the information provided. Additional information may be required. The Board requires a digital copy and at least two (2) full-sized copies of the plans.

### MINOR SUBDIVISIONS (see Section 202-12 of [Hillsdale eCode](#))

The Planning Board requires a digital copy of the Plat at least one week prior to the Planning Board meeting at which the applicant will appear. Additionally, at least five (5) copies of the full sized paper Plat should be presented to the Planning Board prior to the meeting. The Board will discuss any changes that need to be made with the applicant. An updated Plat will then be submitted at a subsequent meeting.

A **Public Hearing** will be scheduled when discussions with the Board have been completed. The applicant is required to send (via Certified mail) a letter to all abutting neighbors informing them of the time and place of the public hearing (the Planning Board secretary, who will be publishing notice of the public hearing in the newspaper of record, can give the applicant a copy of the notice to mail to neighbors, if desired). Receipts should be given to the Planning Board secretary at the time of the hearing.

**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 the Public Hearing and prior to final approval

**Stamping:** After Planning Board approval, the Final Plat will be stamped by the Planning Board Chair, one copy of which must be filed by the applicant with the Office of the County Clerk within 60 days.

**MAJOR SUBDIVISIONS** (see Sections 202-15 and 202-16 of [Hillsdale eCode](#))

The Planning Board requires a digital copy of the preliminary Plat at least one week prior to the Planning Board meeting at which the applicant will appear. Additionally, at least five (5) copies of the full-sized paper Plat should be presented to the Planning Board prior to the meeting. The Board will discuss any changes that need to be made with the applicant. An updated Plat will then be submitted at a subsequent meeting.

The Final Plat, also called a Major Subdivision Plat, will be submitted to the Board, in both digital and full-sized paper (at least 4 copies).

A **Public Hearing** will be scheduled when discussions with the Board have been completed. The applicant is required to send (via Certified mail) a letter to all abutting neighbors informing them of the time and place of the public hearing (the Planning Board secretary, who will be publishing notice of the public hearing in the newspaper of record) can give the applicant a copy of the notice to mail to neighbors, if desired. Receipts should be given to the Planning Board secretary at the time of the hearing.

**SEQRA:** A long form SEQRA form must be submitted by the applicant with the submission of the Final Plat. The Planning Board will complete its part of the SEQRA following the Public Hearing and prior to final approval.

**Stamping:** After Planning Board approval, the Final Plat will be stamped by the Planning Board Chair, one copy of which must be filed by the applicant with the Office of the County Clerk within 60 days.

## PLANNING BOARD FEE SCHEDULE

Application Fee	\$100
Lot Line Adjustment	\$165
Site Plan Review	\$500 + \$9.25/acre
Minor Subdivision	\$500 + \$185/lot
Major Subdivision	\$775 + \$300/lot
<b>All subdivisions must additionally pay a Parks &amp; Rec fee of \$825/lot as a separate check</b>	

Checks must be made payable to the Town of Hillsdale and can be mailed to:

Planning Board

PO Box 305

Hillsdale, NY 12529