

# VILLAGE OF TIVOLI

HISTORIC WATTS DEPEYSTER HALL ~ TIVOLI, NY 12583

- **Planning Board**

Office: 845.757.2021 ~ Fax: 845.757.5416

Email: [villagehall@tivolinyny.org](mailto:villagehall@tivolinyny.org) ~ Web: [www.tivolinyny.org](http://www.tivolinyny.org)

Date Rec'd \_\_\_\_\_

Application # \_\_\_\_\_

App Fees Pd \_\_\_\_\_

## Sketch Plan Application for the Subdivision of Land

Please Type or Print

**1 Proposed Name of Subdivision** (if any) \_\_\_\_\_

**2 Type of Subdivision** \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_ Lot Line Alteration

**3 Name of Applicant** \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email \_\_\_\_\_ Daytime Phone \_\_\_\_\_

(if the owner is not the applicant, an owner consent form is required)

**4 Owner of Property**, if not applicant \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**5 Person or Firm representing applicant** \_\_\_\_\_

(architect, engineer, attorney, etc)

Mailing Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Principal Contact (for scheduling, etc) \_\_\_\_\_

**6 Professional Engineer or Land Surveyor's information** (if not provided in #5 above)

Name \_\_\_\_\_ License No. \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

### 7 Property

Location of Property \_\_\_\_\_

Tax Map Parcel No. \_\_\_\_\_

This Property is in the \_\_\_\_\_ Zoning District

Total Acreage of Property \_\_\_\_\_ Sketch Plan Covers \_\_\_\_\_ Acres

No. of Lots Proposed \_\_\_\_\_

Easements, Liens or other Restrictions on the Property \_\_\_\_\_

Is the Property In or Within 500 feet of the Certified Agricultural District \_\_\_\_\_

**8 Brief Description of the Proposed Subdivision** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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## Sketch Plan Application for the Subdivision of Land

**9 The Owner/Applicant** has an interest in abutting property as stated below or on attached sheet (if none, so state) \_\_\_\_\_

**10 Does Owner** propose to submit a Final Subdivision Plat to cover the entire Sketch Plan or file same in sections \_\_\_\_\_

**11 Does Applicant** propose to dedicate to the Village any or all streets and/or highways, which may be shown on the Sketch Plan \_\_\_\_\_

**12 Number of Acres the Applicant proposes to Dedicate** for public use for Parks and/or Playground Purposes \_\_\_\_\_

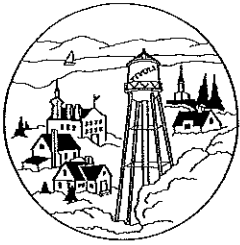
**13 Does the Applicant** intend to request from the Board any Waivers of the Requirements of the Land Subdivision Regulations upon the Submission of the Final Plat for Approval?  Yes  No  
If Yes, please list the requirements you are seeking a waiver for and state the reason(s) why such requirements should be waived. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby acknowledge that I have read this application and state that the above is correct and agree to comply with all Village and County Ordinances and State Laws regarding subdivision.

I hereby authorize the Village of Tivoli Planning Board and / or Village of Tivoli Officials to enter and inspect this property at any reasonable hour of the day, including Saturday and Sunday.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Owner's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
(If not applicant)



# VILLAGE OF TIVOLI

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## SUBDIVISION REVIEW AND APPROVAL CHECKLIST

**PROJECT** \_\_\_\_\_

**APPLICANT** \_\_\_\_\_

The following information is provided as a summary of the Village of Tivoli's Subdivision regulations and Planning Board policies. Application for Subdivision Review and Approval is made in accordance with Chapter 198-8 of the Village of Tivoli Code. (Applicants are responsible for complying with 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. 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 Village Code) (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

\_\_\_\_\_

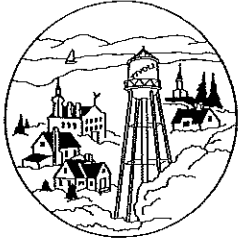
Data available from Planning Board office and/or other public agencies with respect to soils, topography and water resources

\_\_\_\_\_

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 Village Code (minor subdivision) or preliminary plat conforming with Village Code (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 \_\_\_\_\_)

### Final Plat Submission Checklist (Major Subdivisions Only)

\_\_\_\_\_ Final plat conforming with Village Code (original and 6 copies)

\_\_\_\_\_ Final plat fee, if required

**Applicants may contact the Planning Board staff at (845) 757-2021 or at [villagehall@tivoliny.org](mailto:villagehall@tivoliny.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