



**TOWN OF  
GREENWICH  
PLANNING BOARD**

2 Academy Street Greenwich, NY 12834  
518-692-7611 ext. 106

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Dear **MINOR** Subdivision Applicant:

Attached are the preliminary requirements for your application.

1. Application Form
2. Designated Agent Form to be used if applicable.
3. Instruction sheet for the Short Environmental Assessment Form (SEQR).
4. Short Environmental Assessment Form (SEQR). Please answer the questions through the end of page 1 only. **Complete Part I only.**
5. Agricultural Data Statement, if needed.
6. A list of required plat notes.
7. Checklist for Minor Applications.  
***Please use this checklist to make sure you have as complete an application as possible before submitting it to the Planning Board for consideration.***
8. Procedure to file Subdivision maps in Washington County.
9. Town of Greenwich Driveway Approval Form, if applicable.

***Please understand that according to Real Property Law, Article 9, Sec. 334, there shall be no "offering of any such lots, plots, blocks, or sites for sale" before the subdivision is approved and recorded with the County Clerk.***

Minor Subdivision fee schedule:

Application Fee:	\$100.00 <b>Due at submission</b>
Lot Fee:	\$125.00 per lot created
Recreation Fee:	\$100.00 per lot created
(all buildable lots are subject to a recreation fee)	
Boundary Line Adjustments	\$ 75.00 <b>Due at submission</b>

**Note:** Board regulations require submission of applications ten (10) days in advance of the regular meeting which is held the third Thursday of the month. Applications may be submitted to the Town Clerk, Elaine Kelly during regular business hours or the Planning Board Clerk, Kellie Blake any Thursday evening from 6:00 pm – 8:00 pm. For more information call the Planning Board Clerk at 692-7611 ext. 106.

An applicant may come to a workshop meeting of the Planning Board which is held the second Thursday of the month, before making an application, for an informal conference on the proposed subdivision at no fee. This does require, however, that the applicant ask to be on the agenda ten (10) days in advance of the meeting. The Board will discuss the subdivision and offer an opinion on the conceptual plan.

***The applicant must file the approved and signed final plat with the Washington County Clerk within 30 days of approval.***

APPLICATION FOR **MINOR** SUBDIVISION  
Page 1 of 1

Application No. \_\_\_\_\_ (assigned by Board) Date: \_\_\_\_\_

**COMPLETE ALL OF THE FOLLOWING:**

**Name(s) of Property Owner(s)** \_\_\_\_\_  
**Complete Mailing Address** \_\_\_\_\_  
\_\_\_\_\_

**Telephone: Day time and evening:** \_\_\_\_\_

I/We hereby make application to the Town of Greenwich Planning Board to sell or lease lot(s) from the property described below.

**Site Location: Name of street or road:** \_\_\_\_\_  
**Tax Map ID of Property:** \_\_\_\_\_ \* Required

**Names & Complete 911 or PO Box Addresses and Zip Codes** (per tax rolls) of all adjoining property owners **including across the street of the present total acreage.**

NORTH: \_\_\_\_\_

SOUTH: \_\_\_\_\_

EAST: \_\_\_\_\_

WEST: \_\_\_\_\_

**ZONING DISTRICT:** \_\_\_\_\_ **SETBACKS:** FRONT: \_\_\_\_\_ SIDE: \_\_\_\_\_ REAR: \_\_\_\_\_

Size of present property \_\_\_\_\_ Acres Size of lot(s) to be subdivided: \_\_\_\_\_ acres.  
Property subdivided previously? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please provide date \_\_\_\_\_  
Adjoining property(s) owned by applicant subdivided previously? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please provide date \_\_\_\_\_.  
Nature of transaction: Lease Sale (circle one)

Please attach to this application a **SKETCH** showing:

1. Present property with approximate measurements, highways, buildings, etc.
2. Location and size of proposed subdivision.

This preliminary sketch does not have to be a survey or precise, but should represent the location and size of the subdivision clearly. **A survey is REQUIRED for final approval.**

**Please attach a copy of DEED.**

**The undersigned hereby requests approval by the Town of Greenwich Planning Board of the above itemized subdivision and agrees to comply with the provisions of the subsequent Planning Board approval and with all applicable provision of law and regulations with respect to development of this subdivision or portions thereof, and with applicable sections of the NYS Real Property Law.**

**Signature:** \_\_\_\_\_  
**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**AGENCY DESIGNATION FORM – SUBDIVISION**

**The owner or his representative must be present at all meetings on this proposal.**

I, \_\_\_\_\_, the owner of property in the Town of Greenwich, Washington County, NY, hereby designate \_\_\_\_\_, to act as representative and agent in connection with any proceeding to subdivide real real property in the Town of Greenwich, Washington County, NY and I grant to the said representative and agent the authority to fill applications, make representations and warranties as of they were my own, and in every respect act on my behalf. In making this designation I understand that the verbal and written comments, utterances or statements made by my representative and agent shall be treated and considered as if they were made by me, and shall be bound by such comments, utterances and statements as if I made them. I make this agency designation so that my personal appearance before any governmental entity or board for the Town of Greenwich is not necessary, and with the understanding that my designated representative and agent shall have total authority to represent my interests.

Signature: \_\_\_\_\_

Sworn to Before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public Signature: \_\_\_\_\_

**TOWN OF GREENWICH  
PLANNING BOARD**

**Instructions for the completion of Part 1 of a Short Environmental Assessment Form:**

**Type or print** all information with the exception of your signature.

**Project I.D. Number:** Will be assigned by the Planning Board Clerk.

**Block # 1:** Your full legal name.

**Block # 2:** Only required if you have one.

**Block # 3:** Town of Greenwich, Washington County

**Block # 4:** Include road name, approximate distance from road intersections, utility pole numbers, side of road as North, South, East or West, and any other information which would allow precise location of the property.

**Block # 5:** Subdivision of property is a new action.

**Block # 6:** EXAMPLE: Subdivision of a 30 acre parcel into 3 lots of 5 acres and 1 lot of 15 acres.

**Block # 7:** For subdivisions, place same answer in both blanks.

**Block # 8:** NO will only be checked when project has received variance from other applicable regulations.

**Block # 9:** Self Explanatory.

**Block # 10:** List all applicable. EXAMPLE: Town of Greenwich Planning Board, Washington County Sanitary Code, NYSDEC Wetlands Permit.

**Block # 11:** Self Explanatory.

**Block # 12:** EXAMPLE. This would require a yes answer if you received approval on a 5 lot subdivision and then decided to change to an 8 lot subdivision.

**DO NOT COMPLETE PARTS 2 OR 3 OF THIS FORM OR YOU WILL BE REQUIRED TO RESUBMIT CAUSING A ONE MONTH DELAY IN PROCESSING.**

**Appendix C**  
**State Environmental Quality Review**  
**SHORT ENVIRONMENTAL ASSESSMENT FORM**  
**For UNLISTED ACTIONS Only**

**PART I - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)**

1. APPLICANT/SPONSOR	2. PROJECT NAME
3. PROJECT LOCATION: Municipality _____ County _____	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map)	
5. PROPOSED ACTION IS: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY:	
7. AMOUNT OF LAND AFFECTED: Initially _____ acres      Ultimately _____ acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No      If No, describe briefly	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open Space <input type="checkbox"/> Other Describe: _____	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input type="checkbox"/> Yes <input type="checkbox"/> No      If Yes, list agency(s) name and permit/approvals:	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input type="checkbox"/> No      If Yes, list agency(s) name and permit/approvals:	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____	

**If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment**

**PART II - IMPACT ASSESSMENT (To be completed by Lead Agency)**

A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR, PART 617.4? If yes, coordinate the review process and use the FULL EAF. <input type="checkbox"/> Yes <input type="checkbox"/> No	
B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If No, a negative declaration may be superseded by another involved agency. <input type="checkbox"/> Yes <input type="checkbox"/> No	
C. COULD ACTION RESULT IN <b>ANY</b> ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible) C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic pattern, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:  C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:  C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:  C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:  C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly:  C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly:  C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly:	
D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CRITICAL ENVIRONMENTAL AREA (CEA)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, explain briefly:	
E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, explain briefly:	

**PART III - DETERMINATION OF SIGNIFICANCE (To be completed by Agency)**

**INSTRUCTIONS:** For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed. If question D of Part II was checked yes, the determination of significance must evaluate the potential impact of the proposed action on the environmental characteristics of the CEA.

<input type="checkbox"/> Check this box if you have identified one or more potentially large or significant adverse impacts which <b>MAY</b> occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.	
<input type="checkbox"/> Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action <b>WILL NOT</b> result in any significant adverse environmental impacts <b>AND</b> provide, on attachments as necessary, the reasons supporting this determination.	
_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (If different from responsible officer)

Reset

## **Ag & Markets Law:**

### **Article 25-AA (Agricultural Districts) Section 301**

Farm Operation: the land and on-farm buildings, equipment, manure processing and handling facilities, and practices which contribute to the production, preparation and marketing of crops, livestock and livestock products as a commercial enterprise, including a “commercial horse boarding operation” as defined in subdivision thirteen of this section. Such farm operation may consist of one or more parcels of owned or rented land, which parcels may be contiguous or noncontiguous to each other.

### **Agricultural Data Statements**

NYS Agriculture and Markets Law (Article 25 AA, Section 305), Town Law 283a and Village Law 7-739 requires applicants for subdivision approvals, site plan reviews and use variances to submit an [Agricultural Data Statement](#) if the project meets the following criteria:

- The proposed project is within an Agricultural District or;
- The boundary of the proposed project site is with 500 feet of a farm operation with in an Agricultural District.

The local municipal board must evaluate and consider the Agricultural Data Statement in its review and consider the potential impacts of the proposed project on the functioning of the farm operation.

Pursuant to Town Law 283a and Village Law 7-739, the clerk of the reviewing board must send notice to the owners identified in the Agricultural Data Statement upon receipt of the application. The cost of such mailing shall be borne by the applicant. In addition, the clerk must refer all applications (except for subdivisions, Washington County Planning Board is not authorized to review subdivisions) requiring an Agricultural Data Statement to the County Planning Board for review as required by General Municipal Law 239-m.

#### **The Agricultural Data Statement must contain the following information:**

- Name and address of applicant
- Description of the proposed project and its location
- Name and address of any owner of an active farm operation
- A tax map (or other map) showing the site of the proposed project relative to the location of the farm operation.

The clerk of the reviewing board must send notice to the owners identified in the Agricultural Data Statement upon receipt of the application.

Please note, a sample [Agricultural Data Statement](#) (pdf)

<http://www.co.washington.ny.us>

# TOWN /VILLAGE OF \_\_\_\_\_

Date \_\_\_\_\_

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

## **Agricultural Data Statement**

**Instructions:** This form must be completed for any application for a special use permit, site plan approval, use variance or subdivision approval requiring municipal review that would occur on property within 500 feet of a farm operation located in a NYS Dept. of Ag & Markets certified Agricultural District.

Applicant

Owner (if different from Applicant)

Name: _____ Address: _____ _____
--

Name: _____ Address: _____ _____
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Type of Application: \_\_\_ Special Use Permit; \_\_\_ Site Plan Approval; \_\_\_ Use Variance;  
\_\_\_ Subdivision Approval

Description of proposed project: \_\_\_\_\_

Location of project: \_\_\_\_\_

Address: \_\_\_\_\_

Tax Map Number : \_\_\_\_\_

### **Check with your local assessor if you do not know the following:**

Is this parcel within an Agricultural District? \_\_\_ NO \_\_\_ YES

Agricultural District Number \_\_\_\_\_

Is this parcel actively farmed? \_\_\_ NO \_\_\_ YES

List all farm operations within 500 feet of your parcel. Attach additional sheets if necessary.

Name: _____ Address: _____ _____
Is this parcel actively farmed? Yes/No

Name: _____ Address: _____ _____
Is this parcel actively farmed? Yes /No

Name: _____ Address: _____ _____
Is this parcel actively farmed? Yes/No

Name: _____ Address: _____ _____
Is this parcel actively farmed? Yes/No

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Owner  
(If other than applicant)

Reviewed by: \_\_\_\_\_  
Signature of Municipal Official

\_\_\_\_\_  
Date

**NOTE TO REFERRAL AGENCY: County Planning Board review is required. A copy of the Agricultural Data Statement must be submitted along with the referral to the County Planning Board.**

<http://www.co.washington.ny.us>

## TOWN OF GREENWICH PLANNING BOARD

### Checklist of Required Information for MINOR Subdivisions

Minor # \_\_\_\_\_ (assigned by Planning Board) Date: \_\_\_\_\_

1. \_\_\_\_\_ Application completed, signed and dated, including name, address and phone number of the applicant **and the tax ID number identifying the parcel to be subdivided.**
2. \_\_\_\_\_ Copy of Deed
3. \_\_\_\_\_ Zoning District
4. \_\_\_\_\_ Zoning Use – refer to Zoning Ordinance – Table 1 & Table 2
5. \_\_\_\_\_ Percent of Lot Coverage
6. \_\_\_\_\_ Names and **COMPLETE 911 OR PO BOX ADDRESSES WITH ZIP CODES** of adjoining landowners from the tax rolls; including across the road and water courses.
7. \_\_\_\_\_ Application Fee. **Due at submission.**
8. \_\_\_\_\_ Preliminary sketch of property showing:
  - a) \_\_\_\_\_ Entire tract plus lot pattern
  - b) \_\_\_\_\_ Features (streams, roads, etc.)
  - c) \_\_\_\_\_ Utilities, proposed or existing
  - d) \_\_\_\_\_ Existing easements, deed covenants, etc.
  - e) \_\_\_\_\_ Agricultural District number, if applicable
  - f) \_\_\_\_\_ Contours extending 100' off site
9. \_\_\_\_\_ Designated Agent Form signed, notarized and dated, if needed.
10. \_\_\_\_\_ Environmental Assessment Form (SEQR) **Part 1 Only.**
11. \_\_\_\_\_ Number of Subdivisions since May 29, 2007 **including contiguous lots.**
12. \_\_\_\_\_ Five (5) copies of the plat map 24" x 36" showing in addition to the above sketch:
  - a) \_\_\_\_\_ Description of the boundary lines. Tax Map ID #.
  - b) \_\_\_\_\_ Date, North arrow, scale, surveyor's certification
  - c) \_\_\_\_\_ Sanitation, water sites
  - d) \_\_\_\_\_ Percolation test sites, results and person who performed the testing.
  - e) \_\_\_\_\_ Site location
  - f) \_\_\_\_\_ Existing house [building(s)] site, well, septic and driveway locations.
  - g) \_\_\_\_\_ Proposed house [building(s)] site, well, septic and driveway locations.
  - h) \_\_\_\_\_ Sketch plan (not to scale) of entire tract plus lot(s) pattern(s).
  - i) \_\_\_\_\_ Setbacks – **see Zoning Ordinance – Table 2 Use.**
  - j) \_\_\_\_\_ Battenkill/Hudson River Setbacks
  - k) \_\_\_\_\_ Names & **COMPLETE 911 OR PO BOX ADDRESSES** of landowners of adjoining properties including across streets, roads and water courses.
    - l) \_\_\_\_\_ Agricultural Data Statement – if needed.
  - m) \_\_\_\_\_ Subdivision number
  - n) \_\_\_\_\_ Planning Board Box – including Planning Board approval statement.
  - o) \_\_\_\_\_ Required plat notes – see application packet.
  - p) \_\_\_\_\_ Driveway approval from appropriate agency, State, County or Town. (see attached driveway permit approval form for local authority)
13. \_\_\_\_\_ Minor Subdivision, Final
  - a) \_\_\_\_\_ 1 Mylar and 5 paper copies of final plat with signatures.
  - b) \_\_\_\_\_ Lot fee(s), number of lots x \$125 = \_\_\_\_\_
  - c) \_\_\_\_\_ Recreation fee(s), number of lots x \$100 = \_\_\_\_\_
14. \_\_\_\_\_ Realty Subdivision Checklist.

## TOWN OF GREENWICH PLANNING BOARD

### Required Plat Notes:

- a) Plat note required for perc tests:

Percolation test don on the property of: \_\_\_\_\_ on (date) \_\_\_\_\_

Property perc is as follows for Washington County septic systems.

Run 1 = \_\_\_\_\_ minutes

Run 2 = \_\_\_\_\_ minutes

Run 3 = \_\_\_\_\_ minutes

Name of person performing perc test \_\_\_\_\_

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

- b) Plat note required for Sanitation and Water:

All on site sanitation and water facilities must meet New York State Department Of Health specifications.

- c) If any land is in or adjacent to an Agricultural District, the following Plat Note is required:

The land plotted herewith lies within (adjacent to) Washington County Agricultural District No. \_\_\_\_\_ wherein the use of highest priority is commercial agriculture by N.Y.S. Law. Residents may be subject to the noises, odors, dusts and vapors, lights and potentially harmful farm chemicals associated with commercial agricultural operations and farm management practices at any time of day or night.

- d) Plat note required: a box 4" x 5" to be reserved for Planning Board purposes.

- e) Plat note required: to be put within the 4" x 5" box:

"Approval of Subdivision number \_\_\_\_\_ of the Planning Board of the Town of Greenwich, New York, is herewith granted on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and is Subject to all requirements and conditions of said motion. Any change, erasure, Modification or revision of the Plat as approved, shall void this approval."

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_,

By \_\_\_\_\_ Chairman

Or \_\_\_\_\_ Clerk.

- f) Plat note required for setbacks:

Setbacks required at time of approval of this subdivision per the Town of Greenwich Zoning Ordinance adopted on May 29, 2007, published on June 21, 2007.

**Town of Greenwich Planning Board  
Driveway Approval Form**

I have reviewed and performed a site inspection for Subdivision Number \_\_\_\_\_ in the name of \_\_\_\_\_ and have determined that there are no problems regarding access to any of the lots being created.

\_\_\_\_\_  
Highway Superintendent  
Town of Greenwich

\_\_\_\_\_  
Date

## GENERAL INFORMATION

## 16. UNDERGROUND DISTRIBUTION:

## 16.1 Applicability:

Pursuant to the Public Service Commission's Opinion and Order establishing rules and regulations pertaining to underground electric facilities issued on December 28, 1971, as amended and supplemented on July 31, 1973, and September 21, 1993 in Opinion No. 93-20. The Company will comply with 16 NYCRR Parts 98.4 and 98.5, where applicable, as adopted by Public Service Commission Order No. 93-20 in Case No. 92-M-0607 issued and effective September 21, 1993. The following are the qualifications of applicability:

16.1.1 Extensions of electric distribution lines necessary to furnish permanent electric service shall be made underground for the following types of construction:

16.1.1.1 Residential subdivisions on which it is planned to build five (5) or more dwellings, (or)

16.1.1.2 A multiple occupancy dwelling which will contain four (4) or more residential apartments, (or)

16.1.1.3 Mobile homes in new mobile home parks of five (5) or more improved sites furnished with permanent sewer and water facilities, (or)

16.1.1.4 Within identified Visually Significant Resources (VSR), in accordance with the Rules and Regulations of the Public Service Commission set forth in 16 NYCRR Part 99 as adopted in Opinion No. 93-20. The provision of underground facilities by the Company may be subject to certain exemptions outlined in 16 NYCRR Parts 98, 99 and 100, (or)

16.1.1.5 Within areas required by governmental authority with appropriate jurisdiction to have underground facilities.

GENERAL INFORMATION

16. UNDERGROUND DISTRIBUTION: (Continued)

16.1 Applicability: (Continued)

Exemptions From Underground

16.1.2 The following exemptions allow overhead residential distribution facilities within subdivisions:

16.1.2.1 An applicant(s) may be served overhead provided:

16.1.2.1.1. The developer of the subdivision is not the builder of the dwelling units, (and)

16.1.2.1.2 Underground distribution is not mandatory by municipal ordinance or other governmental regulation, (and)

16.1.2.1.3 Either:

16.1.2.1.3.1 Five or more years have elapsed from the first lot sale in the subdivision to the first application for service and Company has no indication of any other new applicants within the next 6 months, (or)

16.1.2.1.3.2 Five or more years have elapsed from the final approval of the subdivision or a section of the subdivision and less than 25% of the lots have been sold in the subdivision and every section thereof except where, 10% or more of the lots in the subdivision or any section thereof have been sold in the last 2 years, (or)

GENERAL INFORMATION

16. UNDERGROUND DISTRIBUTION: (Continued)  
 16.1 Applicability: (continued)

16.1.2.1.4 In cases where an overhead installation would be permissible in accordance with Rule 16.1.2.1.3 above, but less than five years have elapsed and Company believes that the subdivision or section of the subdivision will not be developed sufficiently in the near future to permit orderly utilization of underground lines installed to serve the initial applicant(s), Company may petition the Commission to allow overhead construction.

16.1.2.2 The average trench footage per lot within the subdivision exceeds 200 feet, overhead facilities may be installed, provided underground facilities are neither requested by the applicant nor required by governmental authority with jurisdiction to do so.

16.1.3 Company is permitted to provide overhead distribution facilities to a subdivision cul-de-sac by extending no more than 600 feet of overhead facilities into the cul-de-sac, if no governmental authority having jurisdiction to do so has required undergrounding and the utility can provide service to the entire subdivision. The existing overhead facilities must be presently within or at the entrance of the cul-de-sac. When this type of construction is planned, the Company must notify the Public Service Commission quarterly regarding the date of construction, the details of the construction, and its location.

16.1.4 Company is permitted to provide overhead service to a street if overhead facilities exist on each end of the street and the distance between the overhead facilities is less than 1200 feet, if no governmental authority having jurisdiction to do so has required undergrounding and the utility can provide service to the entire subdivision. When this type of construction is planned, the Company must notify the Public Service Commission quarterly regarding the date of construction, the details of the construction and its location.

16.1.5 The Company's obligation to underground distribution lines, service lines and supply lines in VSRs is subject to financial limitations and other conditions set forth in more detail in 16 NYCRR Part 98.

16.1.6 The Company is permitted to provide overhead service lines to new applicants from existing overhead lines, provided underground facilities are neither requested by applicant nor required by governmental authority with jurisdiction to do so.

16.2 Definitions (See Section 1.19)

GENERAL INFORMATION

16. UNDERGROUND DISTRIBUTION: (Continued)

16.3 Rights-of-Way and Easements:

All Applicants:

16.3.1 Applicant shall provide the Company satisfactory permanent easements or right-of-way agreements in accordance with Rule 15.3.2. These provisions are applicable irrespective of the length of the extension.

Non-Residing/Non-Residential Applicants/Developers:

16.3.2 Rights-of-way and easements must be cleared of tree stumps, brush and other obstruction at no charge to Company, and be graded to within six inches of final grade by applicant before Company will commence construction. Such clearance and grading must be maintained by applicant during construction by Company.

16.3.3 The applicant shall provide a survey map certified by a licensed professional engineer or land surveyor. The map shall be approved by the appropriate governmental authority having control over land use. The map shall be certified as final, showing the location of each lot, sidewalk, and roadway, including designation of individual lots to be initially served.

16.3.4 The applicant shall provide a map showing the location of all other existing and proposed underground facilities, including but not limited to sewers, water facilities and drainage facilities, shall be furnished to the Company by the applicant as soon as the location of such facilities is known.

**PROCEDURE TO FILE  
SUBDIVISION MAPS IN  
WASHINGTON COUNTY**

After Planning Board Approval, the Town of Greenwich requires subdivision maps to be recorded at the County Clerks office within 62 days from the date of final approval. Be sure the map has the following stamped or attached on separate stationery:

- (A) Surveyor's certification and seal, both signed.
- (B) Town Planning Board Approval, seal and/or signatures.
- (C) Compliance with Sect. 1115 of the New York State Public Health Law

Required steps to file subdivision map are as follows:

1. Obtain a 10 year tax search from the Washington County Treasurer. Name & tax map number of subdivided parcel (s) are required. Fee for tax search is \$15.00. If paid by check, make payable to **Washington County Treasurer**. It may take the Treasurer's Office a few days or up to two weeks to complete, depending on current work load.

NOTE: Upon receipt of search, check bottom to see if there is a notation about the search not covering a specific tax bill. If there is such a notation, be sure you have a copy of the PAID receipt with you when you file your map with the County Clerk.

2. Obtain a Tax Map Maintenance Certificate [WCRPTS 503 (7)] from Real Property Tax Service. Mylar subdivision map and tax map number of subdivided parcel (s) are required. Certificates are issued within a few minutes. Fees for certificates are as follows:

1 – 3 Lot Subdivision	\$ 25.00
4 – 9 Lot Subdivision	50.00
10 or more Lot Subdivision	100.00

If paid by check, make check payable to **Washington County Treasurer**.

NOTE: If the Planning Board considers the revision to be a "boundary line adjustment", there will be a fee charged and certificate issued since the revision necessitates a change to the tax map.

3. Bring the mylar subdivision map, tax map maintenance certificate and 10 yr. tax search to the County Clerk's Office for recording. Fee for recording a subdivision map is \$10.00. If paid by check, make check payable to **Washington County Treasurer**.

# Realty Subdivision Checklist

To be completed by owner/ applicant (or designated agent).

Please answer the following questions regarding your subdivision application:

- 1) Number of lots\* created by this subdivision: \_\_\_\_\_
  - 2) Number of lots to be created of 5 acres or less: \_\_\_\_\_
  - 3) Has this tract\* of land been subdivided within the past 3 consecutive years? \_\_\_\_\_
  - 4) If yes, please state the date(s) when the plats (maps) were filed with the Washington County Clerk's Office: \_\_\_\_\_
  - 5) Numbers of lots created by all previous subdivision(s) of 5 acres or less: \_\_\_\_\_
  - 6) Will the total number of lots of 5 acres or less from all subdivisions (including the subdivision currently being created) exceed 5 lots: \_\_\_\_\_
- 

I, \_\_\_\_\_ hereby certify that the  
*(Please print)*  
Information given above and contained in this form is true and accurate.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**\*Definitions:**

*The term lot(s) shall mean all lots, including non-contiguous lots, which are less than one-half mile from any point on the boundary of any other lot in the tract of land to be subdivided.*

*The term tract refers to "any body of land, including contiguous parcel of land under one ownership or under common control of any group of persons acting in concert as part of a common scheme or plan."(Public Health Law, Article 11, Section 1115 Subsection 2).*

**Compliance with Public Health Law**

*Applicant; please read the following and proceed according:*

If the answer to either question number 2 or 5 of the Realty Subdivision Checklist exceeds five (5) or if the answer to question number 6 is yes, then the applicant is creating a realty subdivision. Applicants creating a realty subdivision must apply to the New York State Department of Health for approval of the water supply and sewage service facilities in compliance with Public Health Law (Article 11, Title II).

Please use enclosed New York State Department of Health (NYSDOH) "Applicant's Checklist for Proposed Realty Subdivisions" and contact the NYSDOH for further information and instructions:

**Glens Falls District Office  
77 Mohican Street  
Glens Falls, NY 12801  
Phone (518) 793-3893**

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**For office use:**

If the applicant does not appear to meet the criteria of a realty subdivision and your municipality has determined that this subdivision does not require NYSDOH approval, please sign the statement below and attach this checklist to the approved subdivision plat (maps) for filing with the Washington County Clerk's Office. The municipal board with the authority to make the final decision regarding subdivision reviews should complete and sign the following statement:

The **Planning Board. Town Board or Village Board of Trustees** of the **Town/ Village**  
*(Circle One)* *(Circle One)*  
of \_\_\_\_\_ has determined that this subdivision does not meet the criteria of a Realty Subdivision as defined by Article 11 Title II Section 1115 of Public Health Law; therefore, does not require approval of the New York State Department of Health.

**Planning Board Chair. Town Supervisor or Village Mayor**  
*(Circle One)*

\_\_\_\_\_  
*Name (Please Print)*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*