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**§ 220-10 Sketch plan.**

**A. Submission of sketch plan and fee.**

- (1) Any owner of land shall, prior to subdividing or resubdividing land, submit to the Administrative Assistant official application forms along with 14 copies of a sketch plan of the proposed subdivision, which shall comply with the requirements of Article **IV**, § **220-17**, for purposes of classification and preliminary discussion. The Administrative Assistant shall immediately forward seven copies to the Planning Board and one copy to the Town Board, Town Engineer, Code Enforcement Officer/Building Inspector, and Highway Superintendent and retain one file copy. All submissions for a sketch plan review shall be accompanied by a fee as established by the Town Board. ~~All submissions of sketch plan applications for minor subdivisions shall be accompanied by a fee of \$20 per lot or dwelling unit, with a maximum of \$50. All submissions of sketch plan applications for major subdivisions shall be accompanied by a fee of \$20 per lot or dwelling unit, with a maximum of \$100. See Chapter 131 for current fee schedule.~~
- (2) The names and addresses of all landowners immediately adjacent to and immediately across the street from proposed subdivision shall be provided as shown on the Town Assessor's current maps.

**B. Discussion of requirements and classification.**

- (1) The subdivider or his duly authorized representative shall attend the meeting of the Planning Board to discuss the requirements of this chapter for street improvements, drainage, sewerage, water supply, fire protection and similar aspects, as well as the availability of existing services and other pertinent information.
- (2) Classification of the sketch plan as a minor or major subdivision is to be made at this time. If classified as a minor subdivision, the subdivider shall comply with Article **III**, §§ **220-11** and **220-15**, of this chapter. The Board may require, however, when it deems it necessary for protection of the public health, safety and welfare, that a minor subdivision comply with some or all of the requirements specified for major subdivisions. If classified as a major subdivision, the subdivider shall comply with Article **III**, §§ **220-12** through **220-16**.
- (3) Once classified as major subdivision by the Planning Board, no alterations or improvements to the property may be made, e.g., excavation, topsoil stripping, etc., without final plat approval or by special permission from the Town Board or Planning Board. Complete supervision by the Town's engineer must also be provided.

**C. Study of sketch plan.** The Planning Board shall determine whether the sketch plan meets the purposes of this chapter and shall, where it deems it necessary, make specific recommendation, in writing, to be incorporated by the applicant in the next submission to the Planning Board.