

TOWN OF JACKSON PLANNING BOARD

SUBDIVISION CHECKLIST

General steps for completing a subdivision in the Town of Jackson. **Please read carefully.**
Further questions; call Molly Dixon, Clerk of the Planning Board, (518) 677-0356 or email at jackson.nypbclerk@yahoo.com.

- _____ 1. Present Sketch Plan to Planning Board

- _____ 2. Subdivision paperwork due to Clerk **two weeks prior to Planning Board meeting**
 - _____ a. Application Form (Original plus 7 copies)
 - _____ b. Short Environmental Assessment Form if creating 1-2 new lots
(Original plus 7 copies)
Applicant completes Part I online at:
http://www.dec.ny.gov/docs/permits_ej_operations_pdf/seafpartone.pdf

-OR-

- Full Environmental Assessment Form if creating 3 or more new lots
(Original plus 7 copies)
Applicant completes Part I online at:
www.dec.ny.gov/docs/permits_ej_operations_pdf/featpart1.pdf

- _____ c. Agency Designation Form - used only if the property owner(s) appoints a designated agent to represent his/her interests (Original only)
- _____ d. Ag Data Statement - if applicable (Original only)
- _____ e. Highway Entrance Form – if applicable (Original only)
- _____ f. Names and mailing addresses of all land owners that border property to be subdivided, including property(ies) across the road (Original only)
- _____ g. Survey of Plat (7 copies)
 - Checklist for Surveyor, maps must contain
 - _____ a. locus map
 - _____ b. show all remaining lands from subdivision
 - _____ c. surveyor signature and date
 - _____ d. appropriate scale for land size

- _____ 3. Payment made payable to: Jackson Planning Board
 - Minor Subdivision - \$100.00
 - Major Subdivision - \$_____ (see Subdivision Regulations or ask Clerk)

- _____ 4. Public Hearing
 - a. Applicant or agent presents subdivision plan to the public
 - b. If the Board approves the subdivision, the Chairman of the Board will:
 - Stamp, sign and date the Mylar and survey plats

- Sign the NYS Public Health Law letter (provided by Clerk)

_____ 5. Once the subdivision is approved, the applicant has 60 days to complete the following:

NOTE: If this step is not completed within 60 days, the subdivision will become null and void.

- _____ a. Request 10-year tax search from the Washington County Treasurer's Office
Fee: \$20.00/per parcel. This request takes approximately 3-5 business days.

To save a trip the County Treasurer's office, you can mail the fee along with a letter to:

Washington County Treasurer
383 Broadway, Municipal Building B
Fort Edward, NY 12828

The letter should state the following:

- Request for 10-year tax search;
- Who is requesting the search;
- Who the property is assessed to;
- Tax map number;
- Description of the property (street name and number – if known); and
- Who to mail the information to back to you or who to call for pick-up at Treasurer's office and provide a reliable phone number.

- _____ b. Once you have the results of the tax search, THEN you can go to Real Property Tax Service Office (Municipal Building B) to obtain a Tax Map Maintenance Certificate [WCRPTS 503(7)] which they can do while you're present.

Fee: 1-3 lots \$25.00
4-9 lots \$50.00
10+ lots \$100.00

_____ 6. File the Mylar at the Washington County Clerk's Office (Municipal Building A)

Fee: \$10.00

The County Clerk will need the following:

- 10-year tax search
- Copy of paid taxes
- Real Property (Tax Map Maintenance) Certification
- Stamped, signed and dated map on Mylar (from Step #4b)
- NYS Public Health Law letter/DOH Certification (from Step #4b)
- Surveyors Seal (signed)
- Surveyors Certification (signed) – this can be on map or letterhead

_____ 7. The County Clerk will send a letter to Planning Board Clerk stating date and new tax map number.