

TOWN OF PERTH APPLICATION FOR SUBDIVISION

INSTRUCTIONS

Dear Town of Perth Property Owner,

Any division of land within the Town of Perth must comply with Subdivision Regulations that were enacted in 2006. A copy of the Subdivision Regulations can be purchased from the Town Clerk for the sum of \$5.00. (A Copy is also available on the Town Web Site in Acrobat Reader Format) These Regulations are administered by the Town of Perth Planning Board. In addition, depending on the location and intended use of the land, approval of organizations such as; the NYS Department of Health, Corp of Engineers or NYS Department of Transportation may be required.

This letter is intended to help anyone who is unfamiliar with the Subdivision Regulations prepare for a Pre-application Conference with the Planning Board, so that subdivision requests may be handled as smoothly as possible, and inconvenience both to the land owner and Planning Board members is minimized. The Pre-application Conference is used to provide the Planning Board with preliminary information about a proposed subdivision, and gives the property owner the chance to explain what is proposed and ask questions about subdivision approval procedures. This meeting allows the Planning Board to determine what further information is required, and to explain to the property owner the steps to be taken in considering the subdivision for approval.

To schedule a Pre-application Conference with the Planning Board the property owner should deliver an Application for Subdivision and a Sketch Plan to the Town Clerk at least one week before the next scheduled monthly Planning Board Meeting. Meetings are held on the third Monday of each month.

Please provide 10 copies of this application.

An application form is attached. Please complete it to the best of your ability, but don't worry if you don't know the answers to some questions.

In Section 4.2-C of the Subdivision Regulations there is a list of ten items of information that must be provided to the Planning Board.

Sincerely,

**Ron Cetnar, Chairman
Town of Perth Planning Board**

TOWN OF PERTH
APPLICATION FOR SUBDIVISION

Part 1: APPLICANT INFORMATION

Name: _____

Address: _____

Phone: _____

Part 2: SUBDIVISION INFORMATION

Name of Current Owner: _____

Location of Property: _____

Tax Parcel Number: _____

Total Contiguous Acres Owned: _____; **To be Subdivided:** _____

Proposed Number of Lots: _____

Date Property Acquired by Applicant: _____

Name of Subdivision (if any): _____

Please consult Town of Perth Subdivision Regulations for information concerning other items that must be submitted along with this application.

