

## APPLICATION FOR SUBDIVISION VILLAGE OF CHAMPLAIN

### INSTRUCTIONS

1. Type or print neatly
2. Submit completed application, copy of deed, copy of tax map\*, sketch plan, survey/subdivision plat, existing and proposed conditions, details and all information as required by the subdivision ordinance.  
\*copy of tax map and Parcel iD # can be obtained from the codes enforcement officer.
3. Fee Schedule:  
Filing Fee for subdivision application: \$100 per lot, payable with application.
4. Complete Part I Short Environmental Assessment form.  
(Part II to be completed by Planning Board)
5. In the case of a major subdivision, please submit applicable Clinton County Health Dept. Permits or application for applicable permits.
6. The application must be reviewed and signed by the Zoning Enforcement Officer certifying that the application is complete and all required documentation has been provided.
7. All applications and accompanying documents must be submitted to the Planning Board **14** days prior to the scheduled Planning Board Meeting.
8. Attendance by applicant or representative is required at the scheduled Planning Board Meeting for any action to be taken.

NOTE: A public hearing is required for all Subdivision applications.

# APPLICATION FOR SUBDIVISION VILLAGE OF CHAMPLAIN

Date of Application: \_\_\_\_\_

**Location of Parcel to be Sub-divided:**

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

Tax map parcel ID #: \_\_\_\_\_

**Applicant (Sub divider)**

Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

**Owner of parcel, if different from Applicant**

Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

**Plans prepared by (Licensed Land Surveyor or Engineer)**

Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

**Title of Plans/Project:** \_\_\_\_\_

**Drawing Number:** \_\_\_\_\_

**Date of Plans:** \_\_\_\_\_

**Sketch plan** of proposed layout showing proposed distribution of layouts, subdivision boundaries, lot sizes, building types and approximate square feet of living area in dwelling, streets and other features of the proposal accompanied by date existing

topography. The sketch plan may be freehand pencil drawing made directly on a print of a USGS map.

**Project Description:**

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**Total site area** (square feet or acres): \_\_\_\_\_

Has this parcel been previously subdivided? Yes    No

**Current Zoning Classification:** \_\_\_\_\_

**Current use of Property:**

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**Site Description & Characteristics of surrounding Area:**

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**Proposed Use/Number of lots:**

- #\_\_ Single Family Residential
  - #\_\_ Conventional
  - #\_\_ Modular
  - #\_\_ Single, Double-wide or other manufacture housing

- #\_\_ Multi-Family Residential
- #\_\_ Commercial
- #\_\_ Industrial
- #\_\_ Other \_\_\_\_\_

Start of construction and duration: \_\_\_\_\_

Will development be phased? \_\_\_\_ If yes, explain:

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List any requested exceptions to the requirements of the subdivision ordinance:

\_\_\_\_\_  
\_\_\_\_\_

List any existing or proposed easements and any proposed covenants:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned hereby requests approval by the Planning Board of the above identified subdivision plat:

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

Dated: \_\_\_\_\_

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**For Village Use Only:**

Application Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_

**CERTIFIED AS TO:**

Compliant with Zoning Ordinance \_\_\_\_\_  
Code Enforcement Officer

Completeness of Application \_\_\_\_\_  
Code Enforcement Officer

Date: \_\_\_\_\_

Updated 10-07-2019

