

**TOWN OF NEVERSINK  
PLANNING BOARD  
P.O. BOX 307 - 273 MAIN STREET  
GRAHAMSVILLE, N.Y. 12740  
(845) 985-2262**

**CONTENTS OF APPLICATION PACKET**

**NATURAL SUBDIVISION**

1. INSTRUCTIONS FOR INITIAL SUBMISSION OF INFORMATION FOR A NATURAL SUBDIVISION
2. APPLICATION FORM.
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4. PLAT CHECKLIST.
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6. COUNTY CLERK FILING REQUIREMENTS.
7. SECTION 41-12.2 OF THE CODE OF THE TOWN OF NEVERSINK (NATURAL SUBDIVISIONS).

**NOTICE TO ALL APPLICANTS**

**ALL SUBDIVISIONS ARE SUBJECT TO ALL REQUIREMENTS AS SET FORTH IN CHAPTER 41, ENTITLED "SUBDIVISION OF LAND" AND CHAPTER 50, ENTITLED "ZONING CODE OF THE TOWN OF NEVERSINK".**

**CONSULT WITH NEW YORK CITY DEPARTMENT OF ENVIRONMENTAL PROTECTION WITH RESPECT TO BUILDING IN THE WATERSHED AREA**

**INSTRUCTIONS FOR INITIAL SUBMISSION OF INFORMATION FOR  
NATURAL SUBDIVISION PLAT APPROVAL**

**ALL APPLICATIONS SUBJECT TO SUBDIVISION AND ZONING REGULATIONS**

At least ten (10) days prior to the meeting at which review is desired, the applicant, or his agent, shall submit:

1. Completed and **Notarized** Application Form.
2. Plat prepared by licensed surveyor. (9 copies)
3. Copy of latest deed of the subject premises.
4. Application Fee.

**APPLICATION FOR REVIEW AND APPROVAL OF NATURAL SUBDIVISION**

To be placed on the Planning Board Agenda, this form must be submitted at least ten (10) days prior to the meeting at which review is being requested.

TITLE (NAME) OF SUBDIVISION

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1. OWNER OF RECORD:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_

2. AGENT FOR OWNER: **(Notarized authorization from owner required)**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_

3. SURVEYOR:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_

4. ENGINEER: (If any)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_

5. LOCATION OF SUBDIVISION:

Zoning District \_\_\_\_\_  
Street or Road \_\_\_\_\_  
Tax Map No.: Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

6. HAS THIS PROPERTY BEEN PREVIOUSLY SUBIDIVIDED? \_\_\_\_\_ YES \_\_\_\_\_ NO

7. If so, when? \_\_\_\_\_

8. Is parcel now proposed to be subdivided part of a subdivision created since 1989?  
\_\_\_\_\_ YES \_\_\_\_\_ NO

9. Name and date of approved subdivision \_\_\_\_\_

**10. TRACT AND LOT INFORMATION:**

a. Total acreage of parcel to be subdivided \_\_\_\_\_

b. Total number of lots in subdivision (include original lot) \_\_\_\_\_

c. Number of lots **over** five (5) acres \_\_\_\_\_  
Total acreage of lots over (5) acres \_\_\_\_\_

d. Number of lots **under** five (5) acres \_\_\_\_\_  
Total acreage of lots under five (5) acres \_\_\_\_\_

e. Other property **currently** owned by subdivider that is adjoining subdivision under review: Size \_\_\_\_\_ Tax Map No. \_\_\_\_\_

f. Other property **previously** owned by subdivider that is adjoining subdivision under review: Size \_\_\_\_\_ Tax Map No. \_\_\_\_\_

11. Type of Water Supply: Existing \_\_\_\_\_ Proposed \_\_\_\_\_

12. Type and Size of Sewer System: Existing \_\_\_\_\_  
Proposed \_\_\_\_\_

13. Type of Subdivision: Single Family \_\_\_\_\_ Multiple \_\_\_\_\_ Other \_\_\_\_\_  
If other, state in detail type of proposed use \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Roads, Rights-of-Way, or other Accesses Existing or to be constructed within bounds of the Subdivision \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Is the property located within an Agricultural District containing a farm operation **or** on property with boundaries within 500 feet of a farm operation located within an Agricultural District: \_\_\_\_\_ YES \_\_\_\_\_ NO  
(If YES, an Agricultural Data Statement must be submitted)

**SIGNATURE:** \_\_\_\_\_  
Owner/Agent (Specify)

**NOTARIZATION:**

Sworn to before me this \_\_\_\_\_ day  
of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public

**OWNER'S AUTHORIZATION  
(Individual)**

The undersigned, owner of premises located on \_\_\_\_\_  
in the Town of Neversink and shown on the Town of Neversink tax map as Section \_\_\_\_\_  
Block \_\_\_\_\_ Lot \_\_\_\_\_ hereby authorize \_\_\_\_\_  
to appear as my Agent in all proceedings relating to subdivision of the aforementioned parcel.

\_\_\_\_\_  
Owner's Signature

Sworn to before me this \_\_\_\_ day  
of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

**OWNER'S AUTHORIZATION  
(Corporate)**

The undersigned, \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_ owner of premises located on \_\_\_\_\_  
\_\_\_\_\_ in the Town of Neversink and shown of the Town of Neversink tax map  
as Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ hereby  
authorize \_\_\_\_\_ to appear as my Agent in  
all proceedings relating to subdivision of the aforementioned parcel.

\_\_\_\_\_  
By: \_\_\_\_\_

State of New York    )  
                                  ) ss  
County of                    )

On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me personally came  
\_\_\_\_\_ to me known, who duly sworn, did depose and say  
that he/she resides at \_\_\_\_\_, that  
he/she is the \_\_\_\_\_ of the corporation described in and which  
executed the foregoing instrument by order of the Board of Directors of said corporation, and  
that he/she signed his/her name thereto by like order.

**PLAT CHECKLIST FOR NATURAL SUBDIVISION PLAT APPROVAL**

At least ten (10) days prior to the meeting at which review is desired, the applicant, or his authorized agent, shall submit nine (9) copies of the Plat (Preliminary or Final) meeting the following requirements:

- \_\_\_\_\_ 1. Map size: at least 8 1/2" X 11" and not more than 24" X 36".
- \_\_\_\_\_ 2. Names and tax map numbers of all abutting property owners including those across the road.
- \_\_\_\_\_ 3. Location of any designated wetlands or flood hazard areas.
- \_\_\_\_\_ 4. Size of remaining acreage in the tract from which property is being taken from.
- \_\_\_\_\_ 5. Topography to no less than 20' contours.
- \_\_\_\_\_ 6. Existing public roads identified by name or route numbers and private roads by their posted names.
- \_\_\_\_\_ 7. Proposed lot or parcel lines drawn to scale and dimensions given in feet and hundredths of a foot.
- \_\_\_\_\_ 8. Certification by a Licensed Surveyor.
- \_\_\_\_\_ 9. Note on map stating "Approval is granted for recording purposes only in accordance with Sec. 41-12.2 of the Town of Neversink Subdivision chapter".

**OTHER INFORMATION:**

Parcel Identification	Section, Block, Lot, Deed, Liber & Page, Township, County, State and Name of Owner
Surveyor Information	Name & Address, Date of Survey
Scale and North Arrow	

**TOWN OF NEVERSINK PLANNING BOARD**

**Natural Subdivision Plat Approval Fee Schedule**

Name of Applicant \_\_\_\_\_

Location (Section/ /Block/Lot)  
\_\_\_\_\_

**APPLICATION FEE:** Payable upon initial application

Plat	\$ 35.00
_____ lots @ \$10.00 each	\$ _____
TOTAL	\$ _____

DATE REC'D \_\_\_\_\_ AMT REC'D \$ \_\_\_\_\_

**OTHER FEES:** Payable at Final Approval upon release of approved, endorsed maps

Fee in Lieu of Parkland Dedication (Chapter 41, '41-16)

_____ lot(s) @ \$ 100.00 per unimproved lot	\$ _____
TOTAL	\$ _____

DATE REC'D \_\_\_\_\_ AMT REC'D \$ \_\_\_\_\_

COMMENTS:

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OFFICE OF THE COUNTY CLERK  
SUBDIVISION, CONDOMINIUMS & LOT IMPROVEMENT MAP  
REQUIREMENTS



Before any real property is subdivided into lots for sale, a copy of a map of the subdivided property which meets the following requirements, must be filed in the office of the Sullivan County Clerk.

- \_\_\_\_\_ 1. All maps presented for filing must be printed or drawn with pen and India ink upon transparent tracing cloth or polyester film or be photographic copies on transparent tracing cloth or polyester film also known as mylars. **Please note** - maps on paper will only be accepted as copies for transmittal to Real Property Tax Services or to Town or Village Clerk. Only original mylars will be accepted for recording purposes in the Clerk's office.
  
- \_\_\_\_\_ 2. **MUST** be in **TRIPLICATE**, to be distributed by the County Clerk as follows:  
Original Mylar filed in County Clerk plat cabinets.  
One paper copy forwarded to County Real Property Tax Services for filing.  
One paper copy forwarded to the office of the Town or Village Clerk where the property is located.  
(Section 334, Real Property Law, Article 9, as amended August, 1984.)
  
- \_\_\_\_\_ 3. **MUST** be not less than 8 ½ x 11 inches and not more than 24 x 36 inches in size.  
(Section 334, Real Property Law, Article 9, as amended August 1984.)
  
- \_\_\_\_\_ 4. **MUST** have a certificate of licensed land survey - or filing said map attached showing the date of the completion of the survey by said land surveyor and of the making of the map by said land surveyor and the name of the subdivision.  
(Section 334, Real Property Law, Article 9, as amended August, 1984.)
  
- \_\_\_\_\_ 5. **MUST** have Town or Village planning board final approval endorsed on the map and be signed by the duly authorized officer of the planning board.  
(Section 278, Town Law; Section 7-32, Village Law.)
  
- \_\_\_\_\_ 6. **MUST** have New York State Department of Health approval, endorsed on the map, if the subdivision consists of five (5) or more parcels which are five (5) acres or less.  
(Section 1115-1118, Public Health Law, Article II, Title II.)
  
- \_\_\_\_\_ 7. **MUST** be filed with County Clerk within sixty (60) days of Planning Board final approval in towns; and within ninety (90) days of Planning Board final approval in villages.  
(Section 276, Town Law; Section 7-728, Village Law.)
  
- \_\_\_\_\_ 8. The Sullivan County Treasurer will require a certified report from a Title Insurance Company or Title Abstract Company guaranteeing that all taxes have been paid. A certificate of the tax collecting officer of any town or village wherein such property is situated is also required.
  
- \_\_\_\_\_ 9. A certificate from the Real Property Tax Director of Sullivan County is required.
  
- \_\_\_\_\_ 10. Filing fee - \$10.00 per mylar.

GEORGE L. COOKE  
Sullivan County Clerk  
Government Center  
Monticello, NY 12701



**§ 41-12.2. Natural subdivisions. [Added 2-13-2008 by L.L. No. 3-2008]**

- A. Natural subdivision exemption. Natural subdivisions, wherein parcels of land are separated by a public road or by a private road depicted on a subdivision plat approved on or after January 1, 2008, shall be exempt from the review procedures established in this chapter, provided that three copies of a proposed natural subdivision plat are submitted to the Planning Board.
- B. Recording approval. After the Planning Board shall have determined that the conditions for a natural subdivision exist, it shall sign the plat with the following notation: "Approval is granted for recording purposes only in accordance with § 41-12.2 of the Town of Neversink Subdivision chapter."
- C. The Planning Board shall, within 62 days of receipt of a natural subdivision plat, determine whether it complies with the exemption criteria of this § 41-12.2. Should the Planning Board fail to act in the time provided, such plat shall be deemed to not meet the exemption criteria.
- D. Plat requirements; fees. Plans submitted as natural subdivisions shall meet the plat requirements for minor subdivisions and shall be subject to the same schedule of fees as minor subdivisions.