

SHELTER ISLAND PLANNING BOARD APPLICATION FEES

Lot Line Change

- \$1,500.
- 6% Capital Improvement Engineering Review Deposit (if applicable)

Minor Subdivision

- **Sketch Plan Application**
 - \$100 + \$400/lot
- **Final Application w/o Capital Improvements**
 - \$100 + \$400/lot
 - \$500 SEQRA Review Fee
- **Final Application with Capital Improvements**
 - \$100 + \$400/lot
 - \$500 SEQRA Review Fee
 - 6% Cap Imp Engineering Review Fee

Major Subdivision

- **Sketch Plan Application**
 - \$100 + \$300/lot
- **Preliminary Application**
 - \$100 + \$300/lot
 - \$500 SEQRA Review Fee
 - 50% of est. 6% Cap Imp Engineering Review Deposit (if applicable)
- **Final Application w/o Capital Improvements**
 - \$100 + \$300/lot
 - \$500 Site Inspection Fee
- **Final Application with Capital Improvements**
 - \$100 + \$300/lot
 - Balance of 6% Cap Imp Engineering Review Deposit

*Other Possible Subdivision Expenses to Applicant

Surveys, Plans, Mylars
Suffolk County Health Department Permit Fees
Installation of Monuments (if applicable)
Installation of Fire Cisterns or Tanks (as per individual recommendations of the Fire Commissioners)
Road or Common Driveway design and construction (if applicable)
Drainage design and construction (if applicable)
Title Searches
Preparation of Covenants and Restrictions
County Clerk Recording Fees
Legal Fees
Digging of test holes (if applicable)
Drilling of test wells (if applicable)
Test well sampling (if applicable)
Tidal Wetland Permit from NYSDEC (if applicable)
Flagging of Wetlands (if applicable)
Curb Cut Permits from either NYSDOT or SCDPW (if applicable)

***This data is provided for informational purposes only and is not meant to be an exclusive list of all associated expenses. Some of these expenses may not apply to some subdivisions. Applicants should consult the Subdivision Regulations (Chapter 111 of the Shelter Island Town Code) and all other applicable laws and regulations for a complete list of requirements.**



FLOW CHART FOR MAJOR SUBDIVISIONS

SHELTER ISLAND PLANNING BOARD

P.O. Box 970

Shelter Island, New York 11964-0970

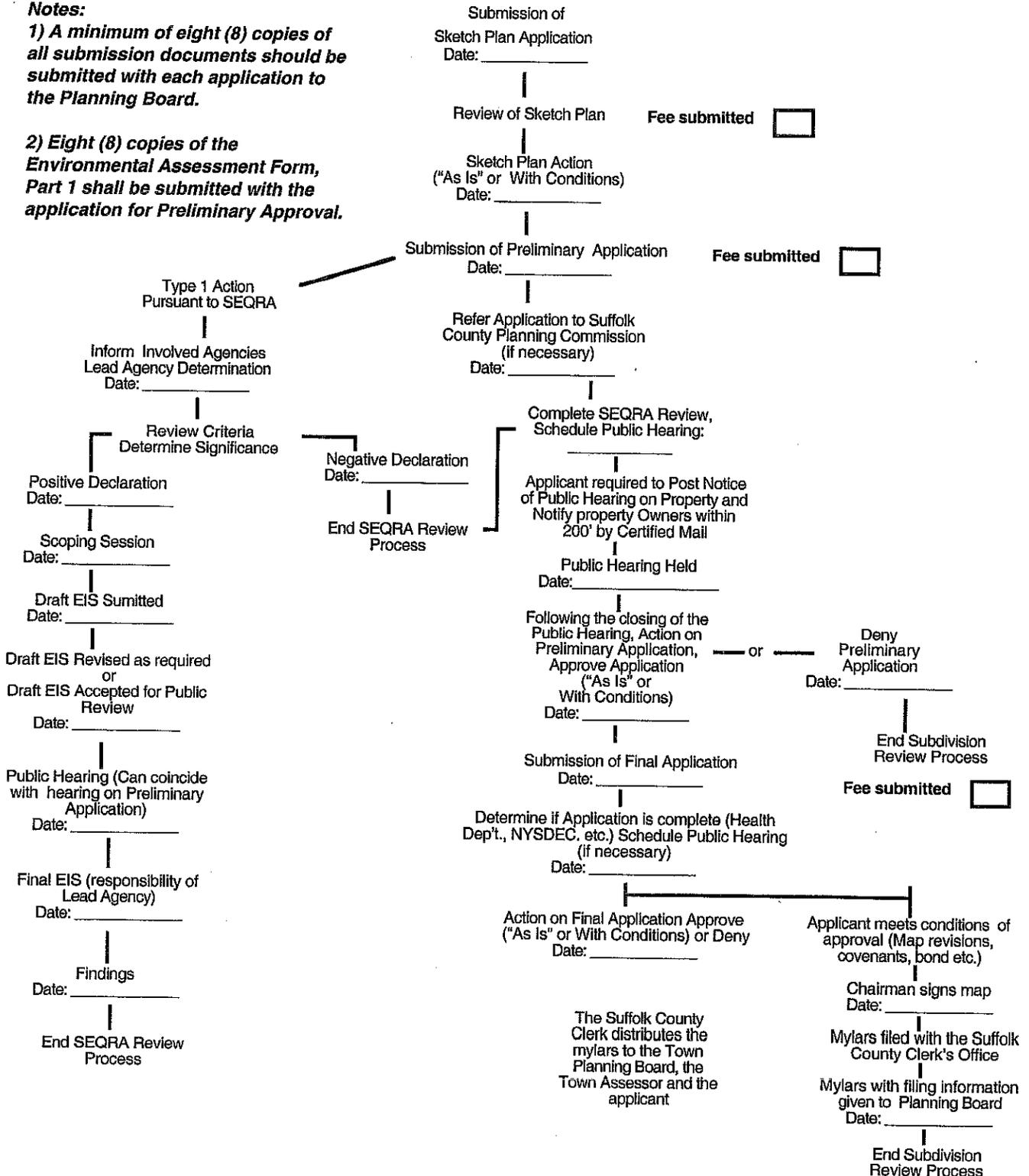
tel: 631-749-0758 fax: 631-749-0227

e-mail: sipb@shelterislandtown.us

Notes:

1) A minimum of eight (8) copies of all submission documents should be submitted with each application to the Planning Board.

2) Eight (8) copies of the Environmental Assessment Form, Part 1 shall be submitted with the application for Preliminary Approval.



SHELTER ISLAND PLANNING BOARD APPLICATION FEES

January 7, 2003

| <u>Application Type</u> | <u>Application Fee</u> |
|---------------------------------|---|
| <u>Lot Line Change</u> | <ul style="list-style-type: none">• \$1,500• 6% Capital Improvement Engineering Review Deposit if applicable |
| <u>Minor Subdivision</u> | |
| • Sketch Plan Application | • \$100 + \$400/lot |
| • Final Application w/o Cap Imp | • \$100 + \$400/lot |
| | • \$500 SEQRA review fee |
| • Final Application w/ Cap Imp | • \$100 + \$400/lot |
| | • \$500 SEQRA review fee |
| | • 6% Cap Imp Engr Review Deposit |
| <u>Major Subdivision</u> | |
| • Sketch Plan Application | • \$100 + \$300/lot |
| • Preliminary Application | • \$100 + \$300/lot |
| | • \$500 SEQRA review fee |
| | • 50% of est. 6% Cap Imp Engr. Review Deposit (if applicable) |
| • Final Application w/o Cap Imp | • \$100 + \$300/lot |
| | • \$500 site inspection fee |
| • Final Application w/ Cap Imp | • \$100 + \$300/lot |
| | • Balance of 6% Cap Imp Eng Rev Deposit |



**SKETCH PLAN CHECKLIST FOR SUBDIVISION
SHELTER ISLAND PLANNING BOARD**

P.O. Box 970

Shelter Island, New York 11964-0970

tel: 631-749-0758 fax: 631-749-0227

e-mail: sipb@shelterislandtown.us

Please complete the application by typing or print information except where indicated. Provide eight copies of all application documents unless indicated.

Name of project: _____

Suffolk County Tax Map No. 0700-Section _____ Block _____

Parcel No(s) _____, _____, _____, _____, _____, _____

MAJOR SUBDIVISION (5 building lots or more) _____

MINOR SUBDIVISION (4 building lots or less) _____

Sketch plan based on: Tax map info _____ Survey _____ Scale (not less than 1" = 200')

Are sections shown? Yes _____ How many _____ No _____ N/A _____

If sections are shown, is proposed sequence (numbering) shown in relation to existing streets?

Are the following PROPERTY features shown on sketch plan map (and within 100 feet)?

Yes No

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. EXISTING BUILDINGS |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. EXISTING STRUCTURES (pools, sheds, tennis courts, fences, driveways, patios, retaining walls, wells, sanitary systems, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. WOODED AREAS |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. MARSHES/WETLANDS, LAKES, PONDS, STREAMS |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. OTHER FEATURES |

Yes No

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Contours shown (topographic information) (5' interval as per SCDPW map)? |
| <input type="checkbox"/> | <input type="checkbox"/> | Source of topographic information indicated? |
| <input type="checkbox"/> | <input type="checkbox"/> | Name of landowner(s) indicated? |
| <input type="checkbox"/> | <input type="checkbox"/> | Name of Applicant/Subdivider indicated? |

**SKETCH PLAN CHECKLIST FOR SUBDIVISION
SHELTER ISLAND PLANNING BOARD**

Yes No

- Adjacent property lines shown on the plan?
- Names of all adjacent property owners indicated?
- Tax Map Parcel Numbers (for the subject property) indicated?

Yes No

- Source for determination of wetland boundary indicated?
- Available utilities (LIPA, telephone, water, etc.) shown on map?
- Existing streets shown?
- Proposed streets shown?
- Width and jurisdiction of existing streets shown?

Are the following PROPOSED features shown (full dimensions and areas of proposed lots)?

Yes No

- Pattern of lots
- Street layout
- Recreation areas
- Method of drainage
- Method of sewage
- Water supply
- All appropriate dimensions from existing buildings and structures to proposed lot lines to determine that there will be no new or increased non-conformities created?
- Required shoreline and wetland regulated areas?

Are any EXISTING RESTRICTIONS shown?

Yes No

- Easements?
- Covenants?
- Zoning Dist. Line?
- Zoning District?
- Private road?
- Private right-of-way?
- Flood zone?
- Town/Village Boundary?
- Near Shore Overlay District?

Yes No

- Is a park, satisfying the requirements of the Town Subdivision Regulations, shown?

**SKETCH PLAN CHECKLIST FOR SUBDIVISION
SHELTER ISLAND PLANNING BOARD**

Are the following listed areas EXCLUDED from consideration as areas contributing to total lot yield?

Yes No

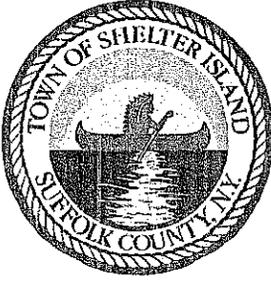
- Existing water surfaces
- Marshes, bogs, swamps, regulated wetlands, or other areas of high water table which cannot normally be built upon without excessive fill as may be determined by the Planning Board
- Horizontal areas of escarpments, bluffs or the seaward faces of primary dunes
- Beaches below mean high water, as defined by the United States Coast & Geodetic Survey or the latest Tidal Wetlands Survey Base maps, and any beach lying between this line and the unbuildable areas outlined in (3) above
- Horizontal areas of slopes which exceed a grade of twenty percent (20%) when considered for lots of less size than forty thousand (40,000) square feet, or a grade of thirty percent (30%) when considered for lots of less size than eighty thousand (80,000) square feet
- Areas required for park dedication pursuant to the Planning Board's Subdivision Regulations
- Areas required for recharge basins or for natural recharge
- Areas required for streets
- Areas required for utilities or public facilities, except that minor utility easements of direct service to the subdivision may be included

Yes No

- Has a Long Environmental Assessment Form been submitted?
- Application fee

Note:

Due to the processing backlogs for subdivision applications at the Suffolk County Department of Health Services, the applicant is advised to submit an application to that agency as soon as possible after the completion of Sketch Plan Review.



**APPLICATION FOR SUBDIVISION SKETCH
PLAN**

SHELTER ISLAND PLANNING BOARD

P.O. Box 970

Shelter Island, New York 11964-0970

tel: 631-749-0758 fax: 631-749-0227

e-mail: sipb@shelterislandtown.us

Please complete the application by typing or print information except where indicated. Provide eight copies of all application documents unless indicated.

Suffolk County Tax Map No. 0700-Section _____ **Block** _____

Parcel No(s) _____, _____, _____, _____, _____, _____

MAJOR SUBDIVISION (5 lots or more) _____ **MINOR SUBDIVISION (4 lots or less)** _____

STANDARD SUBDIVISION ONLY _____ **Planned Residential Development** _____

Land owner:

Name: _____

Address: : _____

Home or Office Phone # () _____ - _____ **Extension if applicable** _____

Fax: _____

E-mail: _____

Is the applicant the landowner? Yes _____ No _____

If the applicant is NOT the landowner, indicate the Applicant's:

Name: _____

Address: : _____

Home or Office Phone # () _____ - _____ **Extension if applicable** _____

Fax: _____

E-mail: _____

Owner or Applicant's Attorney, if any, for this project:

Name: _____

Address: : _____

Home or Office Phone # () _____ - _____ **Extension if applicable** _____

Fax: _____

E-mail: _____

**APPLICATION FOR SUBDIVISION SKETCH PLAN
SHELTER ISLAND PLANNING BOARD**

Owner or Applicant's Engineer or Surveyor for this project:

Name: _____

Address: _____

Home or Office Phone # (____) ____ - ____ Extension if applicable _____

Fax: _____

E-mail: _____

Name of contact person for questions relating to this project:

Name: _____

Address: _____

Home or Office Phone # (____) ____ - ____ Extension if applicable _____

Fax: _____

E-mail: _____

Does this application cover all contiguous property of the owner? Yes No

If not, indicate other ownership by tax map parcel designation: _____

Zoning classification of subject property (consult Town Zoning Map): _____

Near Shore and Peninsula Overlay District (consult Town Zoning Map): _____

Flood Zone (consult FEMA Flood Insurance Rate Map): _____

1.) Number of Residential Lots proposed: _____

2.) Total number of Lots (includes park & open space recharged): _____

Are any variances needed for this project that you are aware of? Yes No

If so, indicate: _____

Does the property have frontage on a public road? Yes No

Name of public road or highway: _____

Note: If subject property does NOT have frontage on a public road or highway, you must submit information on legal right-of-way or access to an existing private road.

Is a new road or street proposed? Yes No

**APPLICATION FOR SUBDIVISION SKETCH PLAN
SHELTER ISLAND PLANNING BOARD**

Does the property front on or have access to any body of water? Yes No

If so, indicate name of water body: _____

Are wetlands on the property? Yes No

Are wetlands within 100 feet of the property? Yes No

Note: If there is any body of water or any wetlands on the subject property, they must be indicated on proposed plans.

Name of person completing this application: _____

Signature: _____

Date completed: _____

If the person completing this form is NOT the landowner, please complete the following:

The undersigned, as the OWNER of the subject property, authorizes the filing of this application by (please print) _____

Landowner's signature _____

Sworn before me this _____ day of _____, 200__

Notary Public



PRELIMINARY PLAT SUBMISSION CHECKLIST SHELTER ISLAND PLANNING BOARD

P.O. Box 970
Shelter Island, New York 11964-0970
tel: 631-749-0758 fax: 631-749-0227
e-mail: sipb@shelterislandtown.us

Please complete the application by typing or print information except where indicated. Provide eight copies of all application documents unless indicated.

Name of project: _____

Suffolk County Tax Map No. 0700-Section _____ Block _____

Parcel No(s) _____, _____, _____, _____, _____, _____

SUBMISSION REQUIREMENTS:

Check off

- 1. Application for Preliminary Plat Approval (8 copies).
- 2. The Preliminary Plat in sufficient quantity to allow the Planning Board to make all applicable referrals (see referral section below, eleven (11) minimum)
(Note: If this is a Planned Residential Development, enough copies of BOTH the Standard (Yield) Map and the PRD map must be included with the submission)
- 3. Preliminary Road and Drainage Plans with street profiles (see referral section below, nine (9) minimum)
(Note: If this is a Planned Residential Development, only road and drainage plans for the PRD map must be included with the submission)
- 4. Subdivision Application Fee (Sec. 111-13)
- 5. Engineering Review Fee (Sec. 111-13)
- 6. Written application to proceed under Section 281 of the Town Law if the subdivider wishes to submit a preliminary plat for Planned Residential Development (see applicable portion of Application for Preliminary Plat Approval).
- 7. Long Environmental Assessment Form (8 copies).

REFERRALS OF PRELIMINARY PLAT NEEDED:

- 1. Town Supt. of Highways (1 set of all plans).
- 2. Town Consulting Engineer (1 set of all plans).
- 3. Planning Board Attorney (1 set of all plans).
- 4. Respective Fire Department (2 set of plats; no road plans).
- 5. Planning Board (6 sets of all plans).
- 6. Suffolk County Planning Commission, if necessary (3 sets of plats, 1 set of road plans).



APPLICATION FOR PRELIMINARY APPROVAL SHELTER ISLAND PLANNING BOARD

P.O. Box 970

Shelter Island, New York 11964-0970

tel: 631-749-0758 fax: 631-749-0227

e-mail: sipb@shelterislandtown.us

Please complete the application by typing or print information except where indicated. Provide eight copies of all application documents unless indicated.

Name of project: _____

Suffolk County Tax Map No. 0700-Section _____ Block _____

Parcel No(s) _____, _____, _____, _____, _____, _____

MAJOR SUBDIVISION _____

STANDARD SUBDIVISION ONLY _____ PLANNED residential DEVELOPMENT _____

ENCLOSED PLEASE FIND THE FOLLOWING:

1. The Preliminary Plat in sufficient quantity to allow the Planning Board to make all applicable referrals (check with office, eleven (11) minimum)

(Note: If this is a Planned Residential Development, enough copies of BOTH the Standard (Yield) Map and the PRD map must be included with the submission)

2. Preliminary Road and Drainage Plans with street profiles (nine (9) minimum)

(Note: If this is a Planned Residential Development, only road and drainage plans for the PRD map must be included with the submission)

3. Subdivision Application Fee (Sec. 111-13)

4. Engineering Review Fee (Sec. 111-13)

5. Written application to proceed under Section 281 of the Town Law if the subdivider wishes to submit a preliminary plat for planned residential development (see Special Section on next page)

**APPLICATION FOR PRELIMINARY APPROVAL
SHELTER ISLAND PLANNING BOARD**

Land owner:

Name: _____
Address: _____
Home or Office Phone # (____) ____ - ____ Extension if applicable _____
Fax: _____
E-mail: _____

Is the applicant the landowner? Yes ____ No ____

If the applicant is NOT the landowner, indicate the Applicant's:

Name: _____
Address: _____
Home or Office Phone # (____) ____ - ____ Extension if applicable _____
Fax: _____
E-mail: _____

Owner or Applicant's Attorney, if any, for this project:

Name: _____
Address: _____
Home or Office Phone # (____) ____ - ____ Extension if applicable _____
Fax: _____
E-mail: _____

Owner or Applicant's Engineer or Surveyor for this project:

Name: _____
Address: _____
Home or Office Phone # (____) ____ - ____ Extension if applicable _____
Fax: _____
E-mail: _____

Name of contact person for questions relating to this project:

Name: _____
Address: _____
Home or Office Phone # (____) ____ - ____ Extension if applicable _____
Fax: _____
E-mail: _____

Name of person completing this application: _____

Signature: _____

Date completed: _____

**APPLICATION FOR PRELIMINARY APPROVAL
SHELTER ISLAND PLANNING BOARD**

SPECIAL SECTION FOR PLANNED RESIDENTIAL DEVELOPMENTS ONLY:

CHECK HERE IF THIS SECTION APPLIES _____

Pursuant to the applicable provision of New York State Town Law and the Code of the Town of Shelter Island, the undersigned as the applicant or on behalf of the applicant for this subdivision application, hereby requests consideration as a Planned Residential Development (commonly called a "cluster" development).

Signature _____

If the person completing this form is NOT the landowner, please complete the following:

The undersigned, as the OWNER of the subject property, authorizes the filing of this application by (please print) _____

Landowner's signature _____

Sworn before me this _____ day of _____, 200__

Notary Public



FINAL PLAT CHECKLIST
SHELTER ISLAND PLANNING BOARD
P.O. Box 970
Shelter Island, New York 11964-0970
tel: 631-749-0758 fax: 631-749-0227
e-mail: sipb@shelterislandtown.us

Please complete the application by typing or print information except where indicated. Provide eight copies of all application documents unless indicated.

Suffolk County Tax Map No. 0700-Section ____ Block ____
Parcel No(s) _____

Standard Subdivision ____ Planned Residential Development ____
Major Subdivision ____ Minor Subdivision ____

SUBMISSION REQUIREMENTS:

Date Accepted

- _____ 1. Application for Final Plat (Form FP-Minor).
- _____ 2. The FINAL PLAT, signed and approved by the Suffolk County Department of Health, plus eight (8) paper prints and additional prints needed for referral (see referral section below).
- _____ 3. Letters from the electric power agency, water service agency, cablevision service agency, and fire district to the Planning Board assuring necessary services can be provided to the development, if applicable.
- _____ 4. Letters from the NY State Dept. of Transportation or Suffolk County Dept. of Public Works approving work in the State or County right-of-way.
- _____ 5. Letter from the school district acknowledging the receipt of the subdivision plans.
- _____ 6. Offers of dedication for all properties, including street rights-of-way, scenic easements, drainage easements, drainage structures, etc., to be conveyed to the Town of Shelter Island (all legal documents subject to review and approval or Planning Board attorney; acceptance by the Town Board may be needed as well.)
- _____ 7. Engineering Review Fee (see Sec. 111-28C).
Note: If a road is required for this minor subdivision, appropriate final road and drainage plans must be submitted.
- _____ 8. NYSDEC Permit, if applicable.

FINAL PLAT CHECKLIST
SHELTER ISLAND PLANNING BOARD

REFERRALS OF FINAL PLAT NEEDED:

Check off or

Date Received

- _____ 1. Town Supt. of Highways (1 set of all plans).
- _____ 2. Town Consulting Engineer (1 set of all plans).
- _____ 3. Planning Board Attorney (right-of-way or easements
- _____ 4. SCPC (3 prints subdivision, 1 R&D if applicable)
- _____ 5. Fire District (1 print)

Date: _____



APPLICATION FOR FINAL APPROVAL
SHELTER ISLAND PLANNING BOARD
P.O. Box 970
Shelter Island, New York 11964-0970
tel: 631-749-0758 fax: 631-749-0227
e-mail: sipb@shelterislandtown.us

Please complete the application by typing or print information except where indicated. Provide eight copies of all application documents unless indicated.

Name of project: _____

Suffolk County Tax Map No. 0700-Section ____ Block ____
Parcel No(s) _____

MINOR SUBDIVISION _____ MAJOR SUBDIVISION _____
STANDARD SUBDIVISION ONLY _____ PLANNED residential DEVELOPMENT _____

ENCLOSED PLEASE FIND THE FOLLOWING:

- 1. The FINAL PLAT, signed and approved by the Suffolk County Department of Health Services, plus at least eight (8) paper prints.
- 2. FINAL ROAD AND DRAINAGE PLANS with street profiles (at least eight (8) paper prints of each sheet of the final set of drawings.)
- 3. Letters from the electric power agency, cable television service agency and water service agency (if applicable) to the Planning Board assuring necessary services can be provided to the development.
- 4. Letters from the New York State Department of Transportation or the Suffolk County Department of Public Works approving work in either State or County rights-of-way.
- 5. Letter from the school district acknowledging the receipt of subdivision plans.
- 6. Offers of dedication for all properties, including street rights-of-way, scenic easements, drainage easements, drainage structures, etc. to be conveyed to the Town of Shelter Island (all legal documents subject to review and approval of the Planning Board attorney: acceptance by the Town Board may be needed as well).
- 7. Final Subdivision Application Fee (Sec. 111-13)
- 8. Final Engineering Review Fee (Sec. 111-13) The fee will be calculated once the bond estimate is prepared.
- 9. New York State Department of Environmental Conservation Permit, if applicable.

**APPLICATION FOR PRELIMINARY APPROVAL
SHELTER ISLAND PLANNING BOARD**

Land owner:

Name: _____

Address: _____

Home or Office Phone # () _____ - _____ Extension if applicable _____

Fax: _____

E-mail: _____

Is the applicant the landowner? Yes ___ No ___

If the applicant is NOT the landowner, indicate the Applicant's:

Name: _____

Address: _____

Home or Office Phone # () _____ - _____ Extension if applicable _____

Fax: _____

E-mail: _____

Owner or Applicant's Attorney, if any, for this project:

Name: _____

Address: _____

Home or Office Phone # () _____ - _____ Extension if applicable _____

Fax: _____

E-mail: _____

Owner or Applicant's Engineer or Surveyor for this project:

Name: _____

Address: _____

Home or Office Phone # () _____ - _____ Extension if applicable _____

Fax: _____

E-mail: _____

Name of contact person for questions relating to this project:

Name: _____

Address: _____

Home or Office Phone # () _____ - _____ Extension if applicable _____

Fax: _____

E-mail: _____

Name of person completing this application: _____

Signature: _____

Date completed: _____

**APPLICATION FOR PRELIMINARY APPROVAL
SHELTER ISLAND PLANNING BOARD**

SPECIAL SECTION FOR PLANNED RESIDENTIAL DEVELOPMENTS ONLY:

CHECK HERE IF THIS SECTION APPLIES _____

Pursuant to the applicable provision of New York State Town Law and the Code of the Town of Shelter Island, the undersigned as the applicant or on behalf of the applicant for this subdivision application, hereby requests consideration as a Planned Residential Development (commonly called a "cluster" development).

Signature _____

If the person completing this form is NOT the landowner, please complete the following:

The undersigned, as the OWNER of the subject property, authorizes the filing of this application by (please print) _____

Landowner's signature _____

Sworn before me this _____ day of _____, 200__

Notary Public