



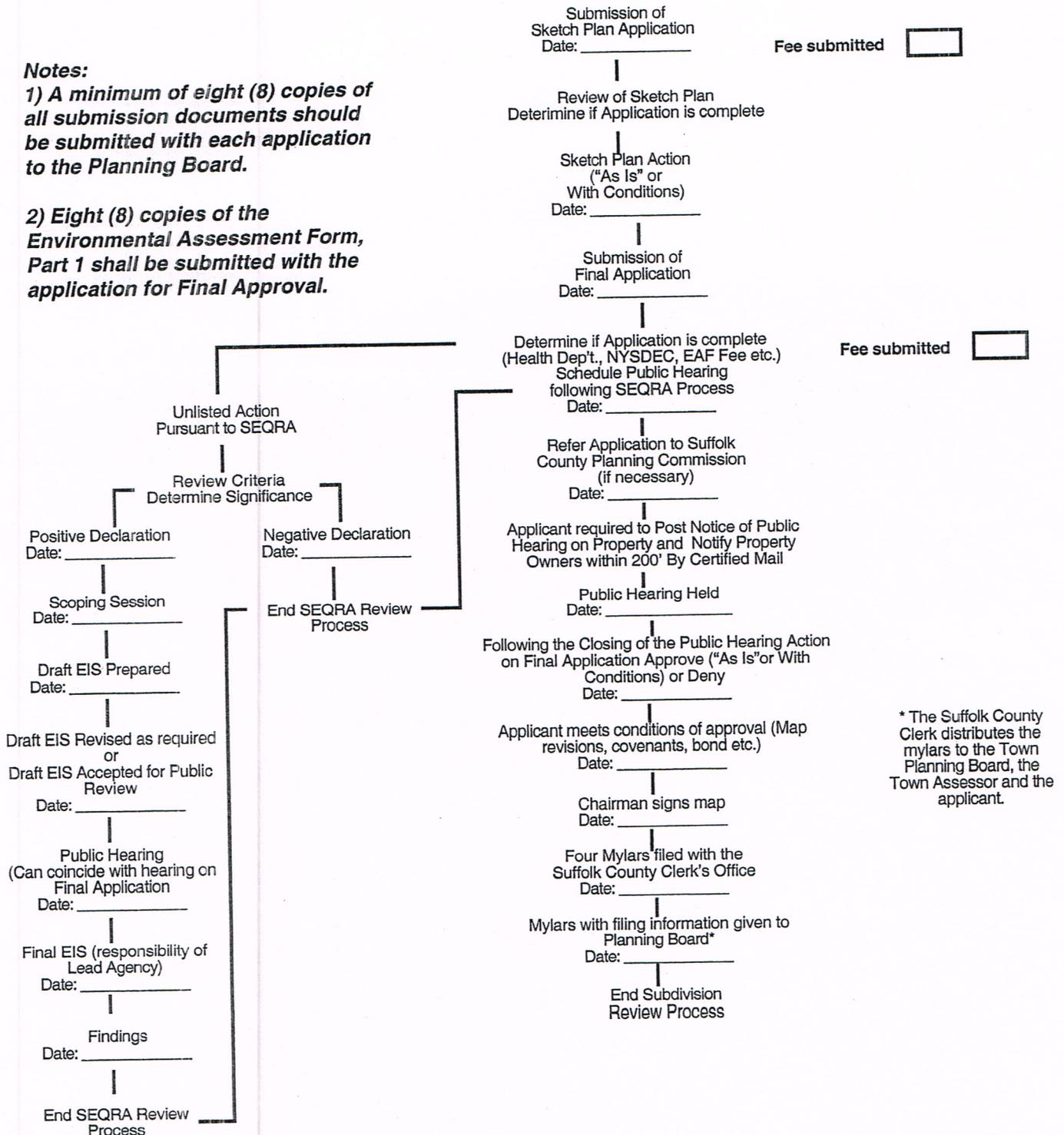
FLOW CHART FOR MINOR SUBDIVISIONS SHELTER ISLAND PLANNING BOARD

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 Final Approval.



* The Suffolk County Clerk distributes the mylars to the Town Planning Board, the Town Assessor and the applicant.

SHELTER ISLAND PLANNING BOARD APPLICATION FEES
January 7, 2003

- Application Type
- \$1,500
 - 6% Capital Improvement Engineering Review Deposit if applicable
- Lot Line Change

- Minor Subdivision
- 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

- Major Subdivision
- 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
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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

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Existing water surfaces |
| <input type="checkbox"/> | <input type="checkbox"/> | 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 |
| <input type="checkbox"/> | <input type="checkbox"/> | Horizontal areas of escarpments, bluffs or the seaward faces of primary dunes |
| <input type="checkbox"/> | <input type="checkbox"/> | 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 |
| <input type="checkbox"/> | <input type="checkbox"/> | 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 |
| <input type="checkbox"/> | <input type="checkbox"/> | Areas required for park dedication pursuant to the Planning Board's Subdivision Regulations |
| <input type="checkbox"/> | <input type="checkbox"/> | Areas required for recharge basins or for natural recharge |
| <input type="checkbox"/> | <input type="checkbox"/> | Areas required for streets |
| <input type="checkbox"/> | <input type="checkbox"/> | Areas required for utilities or public facilities, except that minor utility easements of direct service to the subdivision may be included |

Yes No

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Has a Long Environmental Assessment Form been submitted? |
| <input type="checkbox"/> | <input type="checkbox"/> | 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

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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 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 & recharge areas): _____

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