

Town of Hague

Instructions for Application for Subdivision - Minor / Major

**Zoning Enforcement Office
Town of Hague
PO Box 509
Hague, NY 12836
(518) 543-6161**

General Information

Whenever subdivision of land is proposed to be made, the subdivider shall make application for and receive final approval for such proposed subdivision in accordance with Section 150 of the Code of the Town of Hague. Requests for subdivisions fall in one of three categories. The simplest is a change of lot line with no additional lots being created. A request for a subdivision resulting in four or fewer lots is considered a minor subdivision. A request to create five or more lots is a major subdivision. The procedures applicable to each type of request require more information and detail as the classification increases.

Applicants are encouraged to visit the Zoning Enforcement Officer to discuss the proposed subdivision prior to submitting applications. This will permit the applicant to understand the specific information required and the procedures to be followed. The Code of the Town of Hague can be found on the Hague website: www.townofhague.org

It is highly recommended that a completed Jurisdictional Inquiry Form be submitted to the Adirondack Park Agency for their determination upon submitting a Subdivision Application to the Town of Hague. The Jurisdictional Inquiry Form can be found on the APA website: www.apa.ny.gov

Instructions

1. This application must be completely filled in by typewriter or ink and submitted to the above address with the appropriate fee:
 - Lot line Change - \$70.00
 - Minor Subdivision (4 or less lots) - \$70.00 + \$10.00 per lot over 2
 - Major Subdivision (5 or more lots) - \$750 + \$50 per lot over 5Checks should be made out to Town of Hague.
2. Completed Subdivision Applications must be received 14 days preceding the Planning Board meeting in order to be placed on the agenda. Planning Board meetings are normally held at 7:00 pm on the 1st Thursday of each month.
3. The initial step is the submission of a sketch plan which shall contain location and dimensions of the lot, proposed layout of lots, names of owner and all adjoining property owners and all existing restrictions or covenants. The applicant will then meet with the Planning Board at the next regularly scheduled meeting to discuss the proposal. The applicant will be advised of specific additional requirements and approvals, if needed, from other agencies.
4. For minor subdivisions (4 lots or fewer), the next step is the preparation and submission of the plat as prepared by a licensed surveyor showing dimensions, bearings and area of each lots. Plat shall indicate the names of adjoining property owners. Public hearing will then be held at the next Planning Board meeting, after which a decision normally will be rendered.
5. Major subdivisions (5 or more lots) will require the submission of an application and preliminary plat and accompanying data as prescribed in § 150-25. A public hearing would be held following this submission. Following the public hearing, the applicant will submit an application and a final plat as prescribed by § 150-26
6. If proposal is determined to be a Regional Subdivision, the applicant will be advised of additional requirements.
7. Please direct any questions to Catherine Clark, Hague Zoning Enforcement Officer

Town of Hague
Application for Subdivision
Lot Line Change / Minor / Major

As Required by Code of the Town of Hague, Chapter 150 – Subdivision of Land

Applicant Information

Tax Map # Sec. _____ Block _____ Lot _____ Zoning District: Hague _____ APA _____

Name of Applicant _____ Mailing Address _____
 Phone: _____ Fax: _____ E-Mail: _____

Name and address of owner of different than above _____

Address of proposed Subdivision _____

Type of subdivision requested: Minor (4 or less) ___ Major (5 or more) ___ Number of lots to be created _____

Please complete the following information

Minimum Lot size*	Code	Existing	Proposed							
			Lot 1	Lot 2	Lot 3	Lot 4	Lot 5	Lot 6	Lot 7	Lot 8
Area (acres or sq ft)										
Width										
Width if shoreline lot										

* Refer to table of Zoning Requirements for appropriate Zoning District

Description of proposed project including any covenants or proposed restrictions:

Signature of applicant _____ Date _____ Signature of owner _____ Date _____

Environmental Considerations (SEQRA):

Category II (No EAF required) ___ Unlisted (completion of Short EAF required) ___ Category I (Completion of full EAF required) ___

SITE INSPECTION

During the processing of this application the Zoning Enforcement Officer, The Planning Board, and /or the Zoning Board of Appeals may need to visit this site for the purpose of inspecting, measuring and /or photographing set backs, structures, property lines, or gather any other pertinent information.

I authorize the Hague Planning and Zoning staff to conduct such a site inspection circle one
 I wish to be contacted prior to any site inspection yes no
yes no

Signature of owner _____ Date _____

To Be Completed by Zoning Enforcement Officer and Planning Board

Application # SUB _____ - _____ Date Received ___/___/___ Required Fee paid _____ Amount \$ _____

Action Taken: Accepted by Zoning Enforcement Officer ___ Referred to PB ___ Referred to ZBA ___

 Hague Zoning Enforcement Officer Date

Referred for agency review: APA _____ LGPC _____ NYSDEC _____ Other _____

Date of public hearing ___/___/___

Action by Planning Board: Approved ___ Approved with conditions ___ Denied ___ Other _____

Describe conditions _____

Final action by Planning Board contained in Minutes of Planning Board Meeting dated ___/___/___