

# *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](http://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](http://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 - \$250.00
  - Minor Subdivision (4 or less lots) - \$250.00 + \$20.00 per lot over 2
  - Major Subdivision (5 or more lots) - \$950 + \$70 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 6:00 pm on the 1<sup>st</sup> 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, 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 \_\_\_/\_\_\_/\_\_\_