



Subdivision Application Packet

Your packet should consist of the following:

- ✓ The site plan / special use permit application
- ✓ A short form EAF application
- ✓ An owner's authorization form

Survey/ site plan maps containing all required plan development 5-9 copies depending on the scope of the project

The Village of Liberty Planning Board meets the second Thursday of any given month, subject to change due to holidays, lack of a quorum or inclement weather. It's always wise to call to confirm any meeting.

Meetings are held in the Village Municipal Building at 167 North Main St, Liberty in the old Court Room at 6:00pm.

All applications, site plans, surveys, supporting documents and fees must be submitted to the Building Department at least (10) days before any given meeting date. This allows time for information to be distributed to the Board Members for review.

It's strongly recommended to follow the guidelines set forth at the Subdivision Requirements and Developments Elements. Failure to do so will only delay the process and even the simplest subdivision takes approximate two months minimum to be approve.

Fee are as follows:

- Minor Subdivision (1-4) lots & Lot Improvements
\$75.00 application fee plus \$25.00 per lot
- Major Subdivision (5) lots \$250.00 application fee
plus \$25.00 per lot
- Special Uses/Site Plan Approvals \$100.00
application fee (**fees are non- refundable**)

The applicant is also responsible for the cost incurred by the review process, i.e. engineering & consulting fees, legal fees, certified mailings and public notices.

Marisol Torrens
NYS Certified Code Enforcement
Building Department
Village of Liberty



167 N. Main St.
Liberty NY 12754
845-292-2250 ext. 117
mtorrens@libertyvillageny.org



Subdivision Application

Date: _____ No. _____

Subdivision Type: Major _____ Minor _____ Lot Improvement _____

Long Form E.A.F. _____ Short Form E.A.F. _____

Owner Authorization Signed & Filed _____ Fees Paid _____ Zone _____

Applicant: _____

Mailing Address: _____

Telephone: Business: () _____ - _____ Home: () _____ - _____

Presented By: _____

Mailing Address: _____

Telephone: Business: () _____ - _____ Home: () _____ - _____

Property Location: Section _____ Block _____ Lot _____

Road Name: _____ Intersecting Road: _____

Property Violations: Yes _____ No _____

Subdivisions

Numbers of Lots: _____ Previously Subdivided: Yes _____ No _____ Date: _____
No. _____

Proposed Improvements

Roads: Yes _____ No _____ Roads Dedicated: Yes _____ No _____

Water: Wells _____ Municipal _____ Sewer: Septic _____ Municipal _____

Additional Approvals Required

DEC: _____ County: _____ Other: _____

Signature of Applicant

State of New York
County of Sullivan

Sworn to me this _____ Day of _____, 20 _____

Notary Public

Marisol Torrens
NYS Certified Code Enforcement
Building Department
Village of Liberty



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Owner's Authorization

Date: _____

I, (We) _____, Owner (s) of the property
identified by the Village of Liberty tax map number: Section _____ Block
_____ Lot _____ and by the street address of
_____ do hereby authorize the
application to file said application with full knowledge and acceptance.

Signature (owner/s)

State of New York
County of Sullivan ss:

Sworn to me this _____ **Day of** _____, _____

Notary Public



Site Plan Development Elements



87. 33 E.- The applicant shall cause a site development plan map to be prepared by a civil engineer, surveyor, land planner, architect or tother competent person. Site development plan elements shall be included those listed below which are appropriate to the proposed development or use as indicated by the Planning Board or its representative in the pre- submission conference:

1. Scale & Dimensions

The map shall be at least eighteen (18) by twenty- six (26) and at the scale of ten (10), twenty (20) of forty (40) feet to the inch, except if the property has a maximum dimension over nine hundred (900) feet, a scale of fifty (50) feet to the inch may be used.

2. Legal Data

- a.** *section, block and lot of the parcel for identification purposes.*
- b.** *Name and address of the owner of the record of the parcel.*
- c.** *Name and address of the person, firm or organization preparing the map.*
- d.** *Date, North point, written and graphic scale.*
- e.** *Sufficient description or information to define precisely the boundaries of the property. All distances shall be in feet and tents of a foot. All angles shall be given to the nearest ten (10) second closer. The error of closure shall not exceed (1) in ten thousand (10,000).*
- f.** *The location, names and existing width of adjacent street rights-of-way and curb lines.*
- g.** *The location and owners of record of all adjoining lands.*
- h.** *Location, width and purpose of all existing and proposed easements, setbacks, reservations and area dedicated to the public use within or adjoining the property.*
- I.** *Existing zoning for the parcel.*

3. Natural Features

- a.** *Contours at six (6) inch intervals for land with less than two per cent (2%) slope, one (1) foot intervals between two per cent (2%) and five per cent (5%) or Five (5) foot*



intervals for land with grades over five per cent (5%). Contours shall be related to a datum acceptable to the Village Engineer.

- b.** Location and width of any existing watercourses, marshes, wooded areas and individual trees.*
- c.** Approximate boundaries of any areas subject to flooding or storm water overflows.*

4. Existing structures and Utilities



- a.** Locations of uses and outlines of structures drawn to scale on and within one hundred (100) feet of property.*
- b.** Paved areas, sidewalks and vehicular access between the site and public street.*
- c.** Locations, dimensions, grades and flow direction of existing sewers, culverts, water lines, as well as other underground and above-ground utilities within and adjacent to the property.*

5. Proposed Development

- a.** The location of proposed buildings or structural improvements.*
- b.** The location of all uses not requiring structures.*
- c.** The location and plans for any outdoor signs.*
- d.** The location, direction, power and time of use for any proposed outdoor lighting.*
- e.** The location and arrangement of proposed sidewalks, driveways, loading areas, off-street- parking areas or other paved areas.*
- f.** Any proposed grading, screening and other landscaping, including types and locations of proposed street trees.*
- g.** Any proposed below-ground or above-ground utilities, including storm water drainage.*
- h.** An outline of any proposed deed restrictions or covenants.*
- I.** Any contemplated public improvements on or adjoining the property as indicated by the Village Engineer.*
- j.** If the site development plan only indicates a first stage, a supplementary plan shall indicate ultimate development.*

6. Other information deemed by the Planning Board necessary to determine conformity with the intent of this local law.

❖ All subdivision application must be submitted with enough maps for a proper review by all interested parties:

-  **Minor (1-4) - 7 Copies**
-  **Major (5+) – 9 Copies**