

# **SUBDIVISION REVIEW PROCESS**

[Based upon TOWN OF PALMYRA SUBDIVISION ORDINANCE 3/14/2020]

[This document is provided to assist the applicant and the Planning Board and if there are any variances with the zoning ordinance, the ordinance shall prevail]

## **REVISIONS TO APPROVED PLANS - Article 5-Section 4 (pg. 12)]**

1. Per part a, the addition of lots or an expansion of the subdivision will require the procedures of a new application.
2. The applicant will submit a copy of the approved plans.

## **PRE-APPLICATION PROCEDURE - Article 4 [pg. 7]**

**Purpose: to hear the Planning Board's comments regarding issues and concerns that may arise in the course of review**

1. Applicant submits 6 copies of the following to the Planning Board at least 14 days before a scheduled meeting of the Planning Board in order to be placed on the agenda.
  - a) Sketch plan to show in simple sketch form the proposed layout of roads, lots, buildings, and other features in relation to existing site conditions. The sketch plan does not have to be an engineered plan. It may be a freehanded pencil sketch, but should be roughly to scale.
  - b) Copy of the Tax Assessors map of the site and surrounding area.
  - c) Copy of the U.S.G.S topographic map of the area showing the outline of the proposed subdivision.
  - d) Map of the County Soil Survey showing the area of the proposed subdivision including an explanation of each soil type found on the site.
2. Applicant shall make a verbal presentation to the Planning Board regarding the site and proposed subdivision.
3. The Planning Board:
  - a) May ask questions and make suggestions to be incorporated by the applicant into the application.
  - b) May discuss whether the proposal will fall under the jurisdiction of any other local ordinances or state laws, and determine a schedule for coordinating reviews.
  - c) Shall determine the contour intervals to be shown on the plan (2 ft. contours are generally recommended).
4. The Planning Board shall vote to schedule or forego an onsite inspection. The date and time shall be scheduled at this meeting or at another time. The Planning Board shall post the date, time, and place of the site inspection at the Town Office.
5. Part of the application process is the applicant providing escrow fees if deemed appropriate by the Planning Board [Article 5-Section 3f [pg. 12] – also described in Article 3 – Section 4], therefore the Planning Board will make a decision on whether they are required for the application.

## **APPLICATION PROCEDURE - Article 5 [pg. 8-11]**

1. Applicant completes the **TOWN OF PALMYRA SUBDIVISION APPLICATION** with applicable FEE and submits to the Town Office. The Town Office will issue a dated receipt.
2. Consideration of the application shall be placed on the agenda for the next Planning Board meeting, provided that the application must be submitted no less than fourteen (14) days prior to the meeting.
3. The completed application must contain the items as listed in **Town of Palmyra Subdivision Ordinance – Adopted 3/14/20 – Article 5 – Section 3 [pg. 9]** as follows:
  - b. Application information.
  - c. Subdivision plat requirements.
  - d. Supporting plans and documents, seven (7) copies, except as provided.
  - e. Signed statements from public officials, a single copy of each.
  - f. If deemed appropriate by the Planning Board, escrow fees.

### **REVIEW BY THE PLANNING BOARD**

#### **Article 5 [pg. 8] and Article 2 [pg. 3-5]**

1. The Planning Board will determine if the application is complete.
  - a. If the application is complete, the Planning Board shall notify the applicant in writing within 30 days after receiving the application.
  - b. If the application is not complete, the Planning Board shall provide a written listing of the items that are missing for a complete application within 30 days after receiving the application.
2. If the application is complete, the Planning Board will schedule a public hearing as required by **Article 5-Section2d** within twenty (20) days.
3. The Planning Board shall consider the 20 items of criteria as listed in **Article 2 [pg. 3-5]**.
4. The Planning Board has prepared a work sheet checklist to assist the Planning Board in their review and may be used by the applicant to help them in the process. The work sheet is not the ordinance and is only a tool to assist in the review.
5. The time frame for review states in **Article 5 – Section 2f** that the Planning Board will determine approval, approval with conditions or deny the application within thirty (30) days of the public hearing or within such other time limits as may be mutually agreed to.
6. The Planning Board shall inform the applicant of its decision in writing, and in cases of denial or approval with conditions, reasons for such action shall be stated. A copy of the Planning Board's decision shall be filed with the Code Enforcement Officer.
7. If the application is found to require additional information or studies or detailed engineering design, or when state or federal permit(s) have not yet been issued, the Planning Board shall make its approval conditional on items yet to come. The conditional approval shall give the applicant a specified number of days in which to provide the required information, at which time the Planning Board shall conduct the final plan review. No construction or other development work may commence prior to final approval. The final plan will be accompanied by copies of permits received by the applicant from state or federal reviewing authorities.
8. The Planning Board shall make a record of any conditions of approval remaining after final review of the plan and shall require the conditions to be attached to the plan to be recorded at the Somerset County Registry of Deeds.

9. Construction of roads or other infrastructure must be commenced within 12 months of final approval and completed within 24 months, unless a phased development plan is approved by the Planning Board. After 24 months, the approval shall be deemed to have expired. Any deviation from the project as approved shall require a revision to the approval.