



# TOWN OF PAWLING

*The Pride of the Harlem Valley*  
Town Hall  
154 Charles Colman Blvd.  
Pawling, NY 12564

JoAnne Daley  
Planning/Zoning/Environmental Department  
Tel (845) 855-0959

[jdaley@pawling.org](mailto:jdaley@pawling.org)

## Application for a Subdivision

### GENERAL REQUIREMENTS FOR SUBDIVISION PLAT SUBMISSION

REFERENCE: Town of Pawling Subdivision Regulations, Chapter A230 and Zoning Chapter §215 from the Code of the Town of Pawling.

1) Name of Subdivision \_\_\_\_\_

2) Town of Pawling, Dutchess County, New York.

3) Name and address of Applicants, Landowners:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Cell # \_\_\_\_\_

If Corporation, name and address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Cell # \_\_\_\_\_

4) Name, address and seal of Engineer responsible for plat layout:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

License # \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Cell # \_\_\_\_\_

5) Name, address and seal of licensed land surveyor responsible for plat layout:

\_\_\_\_\_  
\_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Cell # \_\_\_\_\_

6) Name and address of Attorney:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
Cell # \_\_\_\_\_

7) Type of Subdivision Application:

- Concept Plan
- Minor Subdivision
- Major Subdivision

8) This Applicant is a:  Corporation  Partnership  Individual  Other (specify)

\_\_\_\_\_  
9) This property is situated in the \_\_\_\_\_ zone.

10) Location: Street and nearest cross street (s).

Town Tax Map Designation:

Sheet Number: \_\_\_\_\_

Lot Number: \_\_\_\_\_

11) Total area of existing Lot: \_\_\_\_\_ (acres)

12) Average new Lot size: \_\_\_\_\_ (acres)

13) Minimum area per Lots: \_\_\_\_\_

14) Frontage and setback requirements:

Required: \_\_\_\_\_

Provided: \_\_\_\_\_

15) The preliminary layout covers \_\_\_\_\_ acres and includes number of proposed \_\_\_\_\_ lots.

16) Does the preliminary layout cover entire holding of the applicant \_\_\_\_\_.

17) A statement of liens, mortgages or other encumbrances is attached. If none, so state:

\_\_\_\_\_  
\_\_\_\_\_

18) Are there any deed restrictions that apply to, or easements that exist over the tract of land?

\_\_\_ Yes \_\_\_ No

If yes, a complete description is necessary, and copies of legal documents must be provided.

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19) Deed or deeds recorded in County Clerk's office:

Date: \_\_\_\_\_ Liber: \_\_\_\_\_ Page: \_\_\_\_\_

20) I (we) own or have an interest in abutting property as stated on the attached sheet. If no, so state:

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21) Environmental Assessment Form (EAF) submitted with application? [ ] Yes [ ] No

22) According to the Dutchess County Soil Survey, the following soil types are found on this property:

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23) Does owner propose to submit final subdivision plat to cover the entire preliminary layout, or file same  
Insections: \_\_\_\_\_

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24) Does the applicant proposed to dedicate to the public all streets, highways, parks shown on the preliminary  
layout? \_\_\_\_\_

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25) Give number of acres which applicant proposes to dedicate to public use for parks and/or playground  
purposes: \_\_\_\_\_

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26) Does owner intend to request any waivers of the requirements of the land subdivision regulations of this  
Board upon submission of the final plat for approval?

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27) If any waivers of requirements are to be requested, list section of Code of the Town of Pawling together  
with reasons for the requested waivers.

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28) Is the property within 500 feet from any municipal boundary or any existing or proposed County or state  
park or other recreation area, or the right-of-way of any existing or proposed county or State road or  
highway, stream or drainage channel, or an existing or proposed boundary of any County or state owned  
land on which a public building or institution is located? [ ] Yes [ ] No

29) List other Agency approvals required:

Local (Town Environmental Permits):

\_\_\_\_\_  
\_\_\_\_\_

County: \_\_\_\_\_

NYSDEC: \_\_\_\_\_

NYSDEP: \_\_\_\_\_

Army Corp of Engineers:: \_\_\_\_\_

I hereby acknowledge that I have read this application and state that the above is correct and agree to comply with all the Town of Pawling and County Ordinances and State Laws regarding subdivisions.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Applicants Signature \_\_\_\_\_

(Owner)

By: \_\_\_\_\_

(To be used only by Corporation agent)



The undersigned Applicant hereby requests consideration and processing of approval by the Planning Board.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Authorization for Filing Application**

*This section must be executed if anyone other than the owner is making this application.*

\_\_\_\_\_ is hereby authorized to make the within application

**By:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Property Owner**

**PLANNING BOARD- TOWN OF PAWLING**  
**PAWLING, NEW YORK 12564**

SUBDIVISION PLAT DATA SHEET FOR APPLICANT

**B. GENERAL DRAWING REQUIREMENTS**

- 1) Layout at convenient scale, not smaller than 100'=1".
- 2) Perimeter metes and bounds.
- 3) All significant topographical and geological features.
- 4) North arrow.
- 5) Metes and bounds of individual lots (final).
- 6) Existing and proposed grade contours at two (2) foot intervals.
- 7) All watercourses, wetland, wetland buffers, natural features and easements, etc.
- 8) All adjacent property owners.
- 9) Vicinity map at a scale of 1" =2,000' showing relationship of applicant's property to adjacent community.
- 10) Area map at a scale of 1" = 400' showing surrounding streets, properties and the owners of record within a radius of 1,000 feet of the boundaries of the applicant's property.
- 11) All other requirements of the Zoning Ordinance and/or Subdivision Regulations.

OWNER'S CERTIFICATION

I \_\_\_\_\_ THE OWNER (S) OF THE PROPERTY SHOWN HEREON, DO (ES) AGREE TO BE BOUND BY ALL DESIGNS, NOTATIONS AND DETAILS ON THIS PLAN AND ALL SITE DEVELOPMENT REQUIREMENTS.

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OWNER(S)

(This statement shall be placed on all subdivision plats and site plans.)



**Site Inspection Authorization Form**

**I hereby give permission for the Town of Patterson Municipal Agencies and their agents to come upon and inspect these premises with respect to this application for:**

**Map:** \_\_\_\_\_ **Block:** \_\_\_\_\_ **Lot:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



*Completed application, plans, and checks must be submitted to the Planning Board at least fourteen (14) days prior to the regularly scheduled meetings. For Major development projects the material must be submitted (21) days prior to a scheduled Planning Board Meeting for an applicant to be placed on the agenda (held on the first and third Monday of each month) in order to be duly considered being placed on an agenda.*

- 1) 11 paper copies of all forms/documents, 4-full-size paper copies of plans, and 7-11"x17" paper copies of plans must be submitted to the Planning office. Maps must be folded.**
- 2) All applications and re-submissions shall include a digital copy of all applications, forms, documents, and survey maps. All survey maps must be submitted on a flash drive for viewing during a meeting.**
- 3) Electronic files must be submitted via email to [jdaley@pawling.org](mailto:jdaley@pawling.org). The digital copy shall be in a pdf or other suitable write –protected image format capable of being opened and viewed using a Windows**
- 4) Planning Board policy on Time Extensions:**
  - The applicant must appear in person.**
  - There is a two (2) month grace period.**
  - Based on extenuating circumstances the Board can deviate from the policy**

For Office Use Only:	
Received by: _____	Date: _____
Application Fee: _____	Date: _____
Technical/Escrow Fee: _____	Date: _____
Application Number: _____	