

TOWN OF OLIVE PLANNING BOARD  
DOCUMENT TO BE SUBMITTED FOR MINOR SUBDIVISION or  
LOT LINE ADJUSTMENT

SUBDIVISION NAME \_\_\_\_\_ # \_\_\_\_\_

SECTION 133-28 - SKETCH PLAN

- A. Any owner of land shall, prior to adjusting lot lines, subdividing or re-subdividing land, submit to the Clerk of the Planning Board (via the Building Department) at least 14 days prior to the regular meeting of the Board ten (10) copies of all required application documents, including ten copies (see Section 133-37) of a sketch plan of the proposed lot line adjustment or subdivision, which shall comply with the requirements set forth below for the purposes of classification and preliminary discussion. The Environmental Assessment Form (EAF) must be completed using the online tool: <https://gisservices.dec.ny.gov/eafmapper/>. **REQUIRED APPLICATION DOCUMENTS:** Application, EAF, list of neighbors, envelopes. **A pdf version of the sketch plan and entire application must be emailed to [jperry.olive@gmail.com](mailto:jperry.olive@gmail.com).** The Code Enforcement Officer must review the submission before it is passed on to the Clerk of the Planning Board.
- B. The sketch plan initially submitted to the Planning Board shall be based on tax map information or some other similarly accurate base map at a scale (preferably) not less than 200 feet to the inch, to enable the entire tract to be shown on one sheet. The sketch plan shall be submitted, showing the following information: (Application Fee will be determined at the initial review meeting)
- (1) The location of that portion which is to be adjusted or subdivided in relation to the entire tract, and the distance to the nearest existing street intersection. \_\_\_\_\_
  - (2) All existing structures, wooded areas, streams and other significant physical features within the portion to be subdivided and within 200 feet thereof. If topographic conditions are significant, contours shall also be indicated at intervals of not more than 20 feet. \_\_\_\_\_
  - (3) The name and signature of the owner(s) and the names of all surrounding property owners as disclosed by most recent tax records. \_\_\_\_\_
    - A. **Each packet** should include a list of names and addresses w/SBL# \_\_\_\_\_
    - B. 2-sets Legal envelopes (no return address) with name, address and stamped \_\_\_\_\_  
\*\*Also include two envelopes addressed to the applicant.
  - (4) Planning Board Endorsement block with two signature lines. \_\_\_\_\_
  - (5) The tax map sheet, block and lot numbers, if available. \_\_\_\_\_
  - (6) All the utilities available, and all streets which are either proposed, mapped or built. \_\_\_\_\_
  - (7) The proposed pattern of lots (including lot width and depth), street layout, recreation areas, systems of drainage, sewerage, and water supply within the subdivided area. \_\_\_\_\_
  - (8) All existing restrictions on the use of land including easements, covenants, or zoning lines. \_\_\_\_\_
  - (9) The proposed subdivision name, name of the town and county in which it is located. \_\_\_\_\_
  - (10) Licensed Surveyor signature, date and seal. \_\_\_\_\_
  - (11) The date, North point, map scale, name & address of the subdivider. \_\_\_\_\_

CHAIRMAN \_\_\_\_\_ DATE COMPLETED \_\_\_\_\_