



Town of North Castle Planning Department

17 Bedford Road Armonk, New York 10504

(914) 273-3542 (914) 273-3554 (fax)

FINAL SUBDIVISION COMPLETENESS REVIEW FORM

This form represents the standard requirements for a completeness review for all final subdivision plans. Failure to provide all of the information requested will result in a determination that the final subdivision application is incomplete. The review of the subdivision plat for completeness will be based on the requirements of the Town of North Castle Town Code.

Project Name on Plan:

Initial Submittal Revised Preliminary

Street Location:

Zoning District: _____ Property Acreage: _____ Tax Map Parcel ID: _____

Date: _____

DEPARTMENTAL USE ONLY

Date Filed: _____ Staff Name: _____

Preliminary Plan Completeness Review Checklist

Items marked with a "☒" are complete, items left blank "☐" are incomplete and must be completed, "NA" means not applicable.

- 1. The final subdivision plat shall be drawn clearly and legibly on transparent tracing cloth or Mylar with black waterproof ink **[A216-32]**
- 2. Plan scale shall be no smaller than one inch equals 100 feet **[A216-32]**
- 3. Sheet size shall not exceed 36 inches by 48 inches. If the size of the proposed subdivision requires a drawing larger than this, two or more sheets may be submitted, with match lines clearly indicated, and an index map shall be prepared on the same size sheet **[A216-32]**
- 4. Proposed subdivision name or identifying title **[A216-32.A]**
- 5. Name and address of the owner of record and of the subdivider (if other than owner)
- 6. Identification and seal of the registered engineer or licensed land surveyor who prepared the plat **[A216-32.A]**

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- 7. Names of the owners of record of adjoining properties and of properties directly across the street **[A216-32.A]**
- 8. Graphic scale **[A216-32.A]**
- 9. Approximate true North point **[A216-32.A]**
- 10. Date of plans **[A216-32.A]**
- 11. The location and dimensions of all boundary lines of the proposed subdivision and all existing and proposed streets, lot lines, easements and rights-of-way, with sufficient data to readily determine the location, bearing and length of all such lines and to reproduce such lines upon the ground **[A216-32.B]**
- 12. The names of all existing and proposed streets **[A216-32.C]**
- 13. The locations of all water bodies, wetlands and watercourses **[A216-32.D]**
- 14. The location of all existing buildings, including identification of all buildings to be removed as a condition of plat approval **[A216-32.E]**
- 15. The total acreage included in the entire subdivision and the identification number and acreage of all lots and land reservations within the proposed subdivision **[A216-32.F]**
- 16. The location of all existing and proposed monuments **[A216-32.G]**
- 17. A site location map, at a scale of one inch equals 800 feet, showing the location of the subject property with respect to neighboring properties and streets **[A216-32.H]**
- 18. Notations explaining any drainage, sight slope, road widening, park area or other reservations or easements, including any self-imposed restrictions or covenants **[A216-32.I]**
- 19. Endorsement of approval by the Westchester County Health Department **[A216-32.J]**
- 20. Endorsement of owner as follows:
"Approved for filing:
....."
Owner Date **[A216-32.K]**
- 21. Form for endorsement by Planning Board Chairman as follows:
"Approved by a Resolution of the North Castle Planning Board
....."
Chairman Date **[A216-32.L]**

