



## Town of North Castle Planning Department

17 Bedford Road Armonk, New York 10504

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

### PRELIMINARY SUBDIVISION COMPLETENESS REVIEW FORM

*This form represents the standard requirements for a completeness review for all preliminary subdivision plans. Failure to provide all of the information requested will result in a determination that the preliminary 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. Proposed subdivision name or identifying title
- ☐ 2. Name and address of the property owner and subdivider (if other than owner)
- ☐ 3. The name and address of the surveyor and/or engineer preparing the plan
- ☐ 4. Scale
- ☐ 5. The approximate true North point
- ☐ 6. Date
- ☐ 7. Signature and seal of a licensed professional engineer or licensed land surveyor

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- ☐ 8. Approximate location and dimensions of all property lines
- ☐ 9. Total acreage of the proposed subdivision
- ☐ 10. Location of any zoning, special district or municipal boundary lines affecting the subdivision
- ☐ 11. Names of owners of record or properties adjoining and directly across the street from the proposed subdivision
- ☐ 12. Location of all existing structures and pertinent features, including railroads, water bodies, watercourses, wetlands, substantial rock outcroppings, wooded areas and stone walls, that may influence the design of the subdivision
- ☐ 13. Accurate topography at a vertical contour interval of not more than two feet
- ☐ 14. The location and status of existing streets, easements and rights-of-way (if any), proposals for the layout of new streets, including widths and approximate curve radii, and any proposed easements, rights-of-way and/or reservations
- ☐ 15. The names of existing streets
- ☐ 16. The proposed arrangement of lots, including identifying section, lot and block numbers and approximate area and dimensions of each
- ☐ 17. The location, size and nature of any area proposed to be reserved for park purposes
- ☐ 18. A site location sketch, at a scale of one inch equals 800 feet, showing the general situation of the applicant's property with respect to surrounding properties and streets
- ☐ 19. Where the preliminary plat includes only a portion of an applicant's contiguous holding, the applicant shall also indicate, on a sketch at a scale of not less than one inch equals 200 feet, the probable future street system, lot arrangement and location of park and other reservations for the remaining portion of the tract. Such sketch shall be for the purpose of guiding the Planning Board in reviewing the proposed preliminary plat and shall include topographic data with a vertical contour interval of not more than 10 feet, plus any other information determined necessary by the Planning Board
- ☐ 20. A block for the preliminary approval signature of the Planning Board Chairman, for purposes of accurate records of approval
- ☐ 21. Submission of a Zoning Conformance Table depicting the plan's compliance with the minimum requirements of the Zoning District
- ☐ 22. If a tree removal permit is being sought, submission of a plan depicting the location and graphical removal status of all Town-regulated trees within the proposed area of disturbance. In addition, the tree plan shall be accompanied by a tree inventory includes a unique ID number, the species, size, health condition and removal status of each tree.

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☐ 23. If a wetlands permit is being sought, identification of the wetland and the 100-foot wetland buffer.

More information about the items required herein can be obtained from the North Castle Planning Department. A copy of the Town Code can be obtained from Town Clerk or on the North Castle homepage: <http://www.northcastleny.com>

\_\_\_\_\_ On this date, all items necessary for a technical review of the proposed preliminary subdivision plat have been submitted and constitute a COMPLETE APPLICATION.