

**Town of Burlington  
Subdivision Proposal / Application**

|                                    |
|------------------------------------|
| Official Use Only                  |
| ( ) Simple   ( ) Minor   ( ) Major |
| Date Received: _____               |
| Review by Planning Board: _____    |

This information, along with a sketch plan, will allow the Planning Board to classify the proposed subdivision as a Simple Split, a Minor or Major Subdivision. At that point the applicant will be informed of steps required to finalize the application process. Application must be filled in completely so not to delay the process.

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

Tax Parcel Number: \_\_\_\_\_

Property Address: \_\_\_\_\_  
\_\_\_\_\_

Name of owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name of applicant if different from above. \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Total acreage of property to be subdivided: \_\_\_\_\_

Proposed number of lots - \_\_\_\_\_

Acreage of each proposed subdivided parcel: #1: \_\_\_\_\_, #2: \_\_\_\_\_

#3: \_\_\_\_\_, #4: \_\_\_\_\_, #5: \_\_\_\_\_, #6: \_\_\_\_\_

Describe property to be subdivided (give acreage if possible, name of stream/creek etc):

Wooded acreage: \_\_\_\_\_ Streams: \_\_\_\_\_ Wetlands: \_\_\_\_\_ Pond/ Lake: \_\_\_\_\_

Pasture(s): \_\_\_\_\_ Cultivated acreage: \_\_\_\_\_ Open acreage; \_\_\_\_\_

All Structures \_\_\_\_\_

Other significant physical features (steep slope, ravine, large elevation change, etc.): \_\_\_\_\_

Roads bordering property: \_\_\_\_\_

Proximity to major road intersections: \_\_\_\_\_

Existing Right of way: \_\_\_\_\_

List all existing restrictions on the use of the land including easements, covenants

\_\_\_\_\_

\_\_\_\_\_

Current Use of site: \_\_\_\_\_

Property owners within 500 feet of proposed subdivision:

\_\_\_\_\_

\_\_\_\_\_

Is this site within 500 feet of the boundaries of a working farm operation located in an agricultural district? Yes \_\_\_\_\_ No \_\_\_\_\_

Is this site within an agricultural district? Yes \_\_\_\_\_ No \_\_\_\_\_

List all existing utilities, streets and rights of way that may be impacted by proposed subdivision

\_\_\_\_\_

Is this a re-subdivision? \_\_\_\_\_

Has property been subdivided in past 10 years? (*If owner doesn't know, question should be referred to assessors*). \_\_\_\_\_

Attach a sketch map showing the following information:

1. Name and address of subdivision, North Arrow, Scale and Date
2. Name of the owner of the proposed subdivision and of all adjoining property owners
3. The specific boundary of the area to be subdivided
4. The tax map sheet, block and lot numbers

5. All existing structures, wooded areas, stream, wetlands, and other significant physical features within the portion to be subdivided and within 200 ft thereof. If topographical conditions are significant, contour shall be indicated at intervals of not more than 20 ft, based on US Geographical Survey data
6. Frontage on public roads, existing driveways.
7. Total acreage and the acreage of the proposed split parcels.
8. All the utilities, streets and right-of-way which are existing
9. All existing restrictions on the use of the land, including easement and covenants
10. **If for a development** - The proposed pattern of lots, street layouts, recreation areas and systems of drainage, sewage and water supply within the subdivided area

**Agricultural Data Statement**

Section 305-a of the Agricultural District Law requires the Planning Board to review the possible impacts of a proposal on farm operations within any agricultural district. An applicant must submit an agricultural data statement if the proposed subdivision would occur: on properties with boundaries within 500' of a farm operation located in an agricultural district, or on property within an agricultural district containing a farm operation.

**COMPLIANCE WITH NEW YORK STATE CODE OF ETHICS**

ARTICLE 18 SECTION 809 of the General Municipal Law provides that whenever an Applicant appears before a Planning or Zoning Board in a matter requiring the Board's approval, the Applicant must disclose the Name, Address, and Extent of any interest in the Application possessed by any Officer or employee of the municipality. Here, a municipal officer is deemed to have an interest in the Application whenever "He, His, Spouse, or their Brothers, Sisters, Parents, Children, Grandchildren or the Spouse of any of them" is (A) the Applicant, or (B) is an Officer, Director, Partner or Employee of the Applicant, or (C) Owns or controls Corporate Stock of the Applicant or is a member of a Partnership or Association with the Applicant, or (D) has made an express or implied agreement to receive any benefit that is dependent on the Application being approved. This provision included any Interest of the above kind possessed by a Planning Board Member.

\*\* A standard processing fee per lot, for minor and major subdivision, determined by the Burlington Town Board, shall be paid to the Town Clerk

**Approved by Town of Burlington, Planning Board**

Chairman, - \_\_\_\_\_

Vice Chair, - \_\_\_\_\_

Secretary, - \_\_\_\_\_

Board Member, - \_\_\_\_\_

Board Member, - \_\_\_\_\_