



**CITY OF SCHENECTADY
NEW YORK
CITY PLANNING COMMISSION**

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Room 14, City Hall, Jay Street
SCHENECTADY, NY 12305-1938

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MINOR SUBDIVISION REVIEW

Planning Commission Filing Requirements:

- 1) 10 completed copies of the Application for Subdivision Review.
 - 2) 10 completed copies of the NYS Short Environmental Assessment Form.
(Go online to www.dec.ny.gov/docs/permits_ej_operations_pdf/seaf.pdf)
 - 3) 10 completed copies of a subdivision map. The subdivision maps must contain the following information:
 - a. Lot dimensions
 - b. Proposed subdivision name and the name of the City and County.
 - c. Name and address of the owner of the property.
 - d. Graphic scale, date, and magnetic north point.
 - e. Must be stamped and signed by a licensed land surveyor or engineer.
- * If the maps are larger than 8.5"x11", they must be folded to 8.5"x11" so that they can be distributed in the mail. A ROLL OF DRAWINGS WILL NOT BE ACCEPTED.
- 4) 1 copy of the certification of title showing the applicant is the owner of the property.
 - 5) 10 copies of the deed description of the lots.
 - 6) Payment of the Filing Fee (see attached fee schedule).

Please provide 10 sets of your application packet.



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APPLICATION FOR SUBDIVISION REVIEW

PROPERTY INFORMATION

ADDRESS (OR LEGAL DESCRIPTION): _____

ZONING CLASSIFICATION: _____ Tax Map ID # _____

PRESENT USE: _____

PROPOSED USE: _____

PROPOSAL DESCRIPTION (ie How many parcels are proposed? What will they be used as?)

APPLICANT INFORMATION

NAME: _____ PHONE: _____

ADDRESS: _____ ZIP: _____

INTEREST IN PROPERTY: _____

EMAIL: _____

PROPERTY OWNER (IF DIFFERENT FROM APPLICANT)

NAME: _____ PHONE: _____

ADDRESS: _____ ZIP: _____

SIGNATURE OF THE PROPERTY OWNER IS REQUIRED FOR REVIEW OF YOUR APPLICATION: _____