

Town of Woodboro
LAND DIVISION Application
(Use this form for certified survey maps, plats)

Property Owner: _____
(name and address)

Phone Number: _____

Property Address: _____

Parcel #s: _____
(involved)

Type of land division: (Check appropriate box)	
<input type="checkbox"/>	Certified Survey Map (creating _____ new lots)
<input type="checkbox"/>	Certified Survey Map (no additional lots created)
<input type="checkbox"/>	Preliminary Plat (titled _____)
<input type="checkbox"/>	Final Plat (titled _____)
<input type="checkbox"/>	Map for proposed land division attached (5 copies)

Surveyor's Name and Address: _____

Surveyor's Phone Number: _____

The undersigned applicant as owner, or as owner's agent, does hereby attest that all the information provided is true and accurate and hereby warrant there are no real estate or personal property taxes, special assessments or charges unpaid or delinquent on this property.

Signature of owner or agent responsible for the property

Date

Office use only:	
Fee Amount:	\$ _____
Date Recv'd:	_____
Received By:	_____

LAND DIVISION REVIEW & APPROVALS
FLOWCHART

<u>WHO</u>	<u>ACTION</u>	<u>ORD SECT</u>
Land Divider	<p>Obtain information on Planning Commission meeting dates, deadlines and requirements from Town Clerk</p> <p>Schedule preliminary consultation with Planning Commission prior to filing application for land division approval</p> <p>Prepare conceptual plan drawn to reasonable scale and present to Planning Commission at least 10 days prior to consultation</p>	1.15
Planning Commission	<p>Meet with Land Divider to discuss proposed division, inform about purpose and objectives of this ordinance and land use plan and assist in development plan</p>	
Land Divider	<p>Submit complete <u>Land Division Application</u> and Sketch Map with fee to Town Clerk</p>	1.16
Clerk	<p>Review Land Division Application and Sketch Map for Completeness, including payment of applicable fees, within 10 working days of receipt</p> <p>If incomplete, notify land divider by certified mail with reasons for incompleteness</p> <p>When complete, within 5 working days after receipt, transmit Copies to the Town Planning Commission</p> <p>Send by certified mail to land divider, notice and agenda of scheduled date of Town Planning Commission meeting to consider the application no later than 7 days prior to the meeting</p>	1.17
Land Divider	<p>Attend meeting and present Land Division Application and Sketch Map to Town Planning Commission for consideration. Failure of the land divider To attend the meeting may be used as grounds to recommend denial of the Application.</p>	

Planning Commission	Meet with Land Divider to review relevant information for conformance with this Ordinance, Town Land Use Plan, etc.	1.18
	When the Application is considered complete, transmit all information with recommendation to Town Board within 90 days	
Town Board	Deem Application complete, grant preliminary approval, conditional approval, or reject pending submission of Certified Survey Map (CSM) within 90 days of receipt	
	Return one copy of Application to land divider with the date and action endorsed thereon	
	If approved conditionally or rejected, reasons should be stated in the minutes and a letter sent to land divider	
Clerk	File one copy of Land Division Application in Town records	
Town Board	If rejected, Town Board writes its findings for Town records. The land divider may review the record and present evidence refuting the determination	
	Town Board may affirm, modify or withdraw its determination and write its findings for the Town records	
Land Divider	A Certified Survey Map prepared by a land surveyor for land divisions creating lots less than 10 acres in area is required	1.19
	Submit to Town Board for approval by Chairperson and Clerk Within 6 months after Town grants preliminary approval	
	Record CSM with Oneida County Register of Deeds after Town Approval, and file certified copy with Town Clerk within 180 days	