

## SUBDIVISION – SKETCH PLAN REVIEW CHECKLIST

The following information should be included in the materials submitted with the sketch plan application unless the Planning Board determines that a specific item or items are not necessary for a complete understanding of the project. The Planning Board may require additional information it determines necessary for a meaningful review of the application, based on the nature of the project or site. **Failure to provide all the required and/or requested information may prolong the approval process and be subject to resubmittal fees.**

- 1) \_\_\_\_ Letter of intent to Subdivide; and
- 2) \_\_\_\_ Location map showing the general location of the site in the Town; and
- 3) \_\_\_\_ A sketch plan of the proposed subdivision or a survey map prepared by a surveyor, licensed to practice in New York State, at a scale which is appropriate to show major features. The sketch plan or survey shall include the following:
  - a. \_\_\_\_ Location of property, including name of town or towns, and Range, Township and Lots per the Holland Land Company's survey and recording information of the deed, including the liber and page Numbers; and tax map parcel number(s). The parcel shall be tied to Holland Land Company Great Lot corner wherever possible.
  - b. \_\_\_\_ All existing and proposed building structures.
  - c. \_\_\_\_ All existing and proposed property lines, easements, roads and rights of way. In the case of Townhouses, the general location of the buildings shall be shown.
  - d. \_\_\_\_ Minimum building setback lines, as required by the Town of Ellicottville Zoning Law (building envelopes).
  - e. \_\_\_\_ Sufficient topographic and physical features of the site to enable the Planning Board to Evaluate the proposal.
  - f. \_\_\_\_ A table of area and dimensional requirements for applicable zoning district(s).
  - g. \_\_\_\_ Subdivider's name and address, scale, north arrow, and date of sketch plan.
  - h. \_\_\_\_ The name, title, address and license information of the surveyor.
- 4) \_\_\_\_ Environmental Assessment Form, with Part 1 completed and signed by the applicant.
- 5) \_\_\_\_ All required fees.