

**SUBDIVISION APPLICATION FOR PRELIMINARY PLAT  
ELLICOTTVILLE, NEW YORK**

**APPLICANT INSTRUCTIONS**

Wherever any subdivision is proposed, before the transfer of any lot or other interest therein and before any execution of any contract providing for such transfer, and before any permit for the erection of any structure in such proposed subdivision shall be granted, the subdivider shall apply and obtain final approval from the Town of Ellicottville or Village of Ellicottville Planning Board. The Planning Department administers the application process for subdivision approval. To enable us to review your submission in a timely manner, please read the following:

1. Please complete and submit the application, check lists, plans, drawings, and materials as follows.
  - \_\_\_ 1 copy of the subdivision application (with signature) and check list(s).
  - \_\_\_ 1 copy of any engineering reports and/or studies.
  - \_\_\_ 1 full size set of any surveys, building plans and elevations.
  - \_\_\_ 8 copies (11"x17") of building plans and elevations.
  - \_\_\_ 8 copies of any supporting printed material (written, photos, figures, etc).
  - \_\_\_ 1 original (with signature) and 8 copies of the fully completed environmental assessment form.
  - \_\_\_ 1 pdf copy of the application materials noted above.
  - \_\_\_ Application fees (paid in full).
2. The application package will be provided to the Planning Board for their review. Only complete applications will be placed on the Planning Board agenda. All applicants or their representatives are required to attend the Planning Board meeting(s).
3. The last day to file an application is three weeks prior to the next scheduled Planning Board meeting. Please check with the Planning Department to determine the submittal deadline dates.
4. Additional fees may be charged for resubmissions, environmental reviews and consulting for costs incurred by the Town or Village above and beyond a typical project review.
5. Building permits will not be issued prior to approval by the Planning Board. No construction, site clearing, or demolition may commence without a building permit.

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**Applicant Information**

Applicant Name: \_\_\_\_\_ Property Owner:  Yes  No  
Company or Trade Name (if any): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Project Engineer: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Project Surveyor: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Other Contact (Name & Title): \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Project Description**

Subdivision Name: \_\_\_\_\_  
Address (or location): \_\_\_\_\_  
Tax Parcel Number: \_\_\_\_\_ Parcel Size (acres or sf): \_\_\_\_\_  
Zoning District(s): \_\_\_\_\_ Number of Proposed Lots: \_\_\_\_\_  
Will any utilities or roads be conveyed to Town or Village?  Yes  No Construction Phases: \_\_\_\_\_

**Conceptual Approvals Obtained (please attach)**

County Health Department (public water supply or septic system)  Yes  No  n/a  
NYSDEC (sanitary sewer)  Yes  No  n/a  
Highway Superintendent / County DPW / NYSDOT  Yes  No  n/a  
Town or Village Engineer  Yes  No  n/a

**I have read and am familiar with the applicable subdivision and zoning regulations for the Town of Ellicottville or the Village of Ellicottville.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**For Official Use Only:**

Date Received: \_\_\_\_\_ File Number: \_\_\_\_\_ from sketch plan application  
Application Fee: \_\_\_\_\_ Rec'd By: \_\_\_\_\_ on \_\_\_\_\_ (Date)