

**SUBDIVISION APPLICATION FOR SKETCH PLAN
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 Surveyor: _____
Mailing Address: _____
Phone Number: _____ Email: _____

Property Information

Address (or location): _____
Tax Parcel Number: _____ Town of Ellicottville Village of Ellicottville
Zoning District(s): _____ Parcel Size (acres or s.f.): _____
Current Use of the property: _____ Are there any deed restrictions? Yes No
Owner(s) of Record of the Property: _____

If the applicant is not the property owner, a letter or other written documentation stating that the applicant has the property owner's permission to make the application, signed by all property owners, shall be provided.

Project Description

Subdivision Name (if any): _____
Number of Proposed Lots: _____ Proposed Use: _____
Cluster Subdivision Proposed? Yes No Homeowners Association Proposed? Yes No
Proposed Method of Water Supply: _____
Proposed Method of Sanitary Sewerage: _____
If public utilities are proposed, are they available at the site? Sewer: _____ Water: _____

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: _____
Application Fee: _____ Rec'd By: _____ on _____ (Date)