



## PRELIMINARY PLAT CHECKLIST FOR SUBDIVISIONS SHELTER ISLAND PLANNING BOARD

P.O. Box 970  
Shelter Island, NY 11964-0970  
tel: 631-749-0758 fax: 631-749-0227  
email: sipb@shelterislandtown.us

Please complete the application by typing or clearly printing information here as indicated. Provide eight copies of all application documents unless otherwise indicated. Please submit copies of this checklist with the application.

### Name of Project:

\_\_\_\_\_

Suffolk County Tax Map Number(s): 0700 - . - . - . \_\_\_\_\_

0700 - . - . - . \_\_\_\_\_

0700 - . - . - . \_\_\_\_\_

### SUBMISSION REQUIREMENTS:

Check Off

- 1. Application for Preliminary Plat Approval (eight copies).
- 2. The PRELIMINARY PLAT in sufficient quantity to allow the Planning Board to make all applicable referrals (see referral section below, eleven copies minimum).  
Note: If this is a Planned Residential Development, enough copies of BOTH the Standard (Yield) Map and the Planned Residential Development Map must be included with the submission).
- 3. Preliminary ROAD AND DRAINAGE PLANS with street profiles (see referral section below, nine copies minimum).  
Note: If this is a Planned Residential Development, only plans for the Planned Residential Development must be included with the submission).
- 4. Application Fee (see Section 111-13).
- 5. Engineering Review Deposit (see Section 111-13).
- 6. Written application to proceed under Section 281 of the Town Law if the subdivider wishes to submit a Preliminary Plat for a Planned Residential Development (see applicable portion of Application for Preliminary Plat Approval).
- 7. An electronic (PDF) copy of all submissions which are full scale/size reproducible.

### REFERRALS OF PRELIMINARY PLAT NEEDED:

- 1. Planning Board (six sets of all plans).
- 2. Planning Board Attorney (one set of all plans).
- 3. Planning Board Engineer (one set of all plans).
- 4. Fire District (one set of plats).
- 5. To the entity that maintains the roadway which access for the subdivision will be taken -State Department of Transportation or the Suffolk County Department of Public Works or the Town of Shelter Island Town Superintendent of Highways (one set of all plans).
- 6. Suffolk County Planning Commission, if necessary (three sets of plats, one set of road plans).

**PRELIMINARY PLAT CHECKLIST FOR SUBDIVISIONS  
SHELTER ISLAND PLANNING BOARD**

**Name of person completing this application:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date completed:** \_\_\_\_\_



**PRELIMINARY PLAT APPLICATION FOR SUBDIVISIONS  
SHELTER ISLAND PLANNING BOARD**

P.O. Box 970  
Shelter Island, NY 11964-0970  
tel: 631-749-0758 fax: 631-749-0227  
email: [sipb@shelterislandtown.us](mailto:sipb@shelterislandtown.us)

1. Please complete the application by typing or clearly printing information where indicated.
2. An application fee is required with this application, plus a capital improvement engineering fee, if applicable.
3. Provide eight (8) copies of all documents, unless otherwise noted, in accordance with the Subdivision Checklist.

**Name of Project:** \_\_\_\_\_

Suffolk County Tax Map Number(s): 0700 - . - . - .  
0700 - . - . - .  
0700 - . - . - .

Standard Subdivision \_\_\_\_\_

Planned Residential Development \_\_\_\_\_

**ENCLOSED PLEASE FIND THE FOLLOWING:**

- 1. The PRELIMINARY PLAT in sufficient quantity to allow the Planning Board to make all applicable referrals (check with office, eleven copies minimum).  
Note: If this is a Planned Residential Development, enough copies of BOTH the Standard (Yield) Map and the Planned Residential Development Map must be included with the submission).
- 2. Preliminary ROAD AND DRAINAGE PLANS with street profiles (nine copies minimum).  
Note: If this is a Planned Residential Development, only plans for the Planned Residential Development must be included with the submission).
- 3. Subdivision Application Fee (see Fee Schedule).
- 4. Engineering Review Fee and Deposit (see Fee Schedule).
- 5. Written application to proceed under Section 278 of the Town Law if the subdivider wishes to submit a Preliminary Plat for a Planned Residential Development (see applicable portion of Application for Preliminary Plat Approval
- 6. An electronic (PDF) copy of all submissions which are full scale/size reproducible.

**PRELIMINARY PLAT APPLICATION FOR SUBDIVISIONS  
SHELTER ISLAND PLANNING BOARD**

**Land Owner:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home or Office Phone #: \_\_\_\_\_ Extension if applicable: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Is the applicant the landowner? Yes  No

**If the applicant is NOT the landowner, provide the Applicant's information:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home or Office Phone #: \_\_\_\_\_ Extension if applicable: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Owner or Applicant's Attorney, if any, for this project:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home or Office Phone #: \_\_\_\_\_ Extension if applicable: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Owner or Applicant's Engineer or Surveyor for this project:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home or Office Phone #: \_\_\_\_\_ Extension if applicable: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Name of contact person for questions relating to this project:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home or Office Phone #: \_\_\_\_\_ Extension if applicable: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Name of person completing this application:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date completed:** \_\_\_\_\_

**PRELIMINARY PLAT APPLICATION FOR SUBDIVISIONS  
SHELTER ISLAND PLANNING BOARD**

**SPECIAL SECTION FOR PLANNED RESIDENTIAL DEVELOPMENTS ONLY:**

CHECK HERE IF THIS SECTION APPLIES

Pursuant to the applicable provision of New York State Town Law and the Code of the Town of Shelter Island, the undersigned as the applicant or on behalf of the applicant for this subdivision application, hereby requests consideration as a Planned Residential Development (commonly called a "cluster" development).

**Name of person completing this application:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date completed:** \_\_\_\_\_