



FINAL 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 - . - . - .

MAJOR SUBDIVISION (5 building lots or more) _____ MINOR SUBDIVISION (4 building lots or less) _____
Standard Subdivision _____ Planned Residential Development _____

SUBMISSION REQUIREMENTS (unless previously submitted):

Date Accepted

- _____ 1. Application for Final Plat (eight copies).
_____ 2. Application Fee and Engineering Review Fee and Deposit (see Fee Schedule).
Note: If a road is required for this subdivisions, appropriate final road and drainage plans must be submitted.
_____ 3. The FINAL PLAT, signed and approved by the Suffolk County Department of Health, plus eight (8) paper prints and additional prints needed for referral (see referral section below).
_____ 4. The FINAL ROADWAY AND DRAINAGE PLANS (eight copies).
_____ 5. Letters directed to the Planning Board and signed by a responsible official of PSEG-LI, Cablevision, the Water and Sewer Districts (if applicable), and the Fire District assuring that necessary services can be provided to the development, if applicable.
_____ 6. Letters in appropriate cases directed to the Planning Board signed by a responsible official of the State Department of Transportation or the Suffolk County Department of Public Works or the Town of Shelter Island Superintendent of Highways approving proposed construction on state or county or town rights-of-way.
_____ 7. Letter directed to the Planning Board signed by a responsible official of the school district in which the subdivision is to be located acknowledging receipt of the subdivision plans.
_____ 8. Offers of dedication for all properties, including street rights-of-way, scenic easements, drainage easements, drainage structures, etc., to be conveyed to the Town of Shelter Island (all legal documents subject to review and approval of Planning Board Attorney; acceptance by the Town Board as needed).
_____ 9. New York State Department of Environmental Conservation Permit, if applicable.

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REFERRALS OF FINAL 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. 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).
- 7. School District (one set of plats)

Name of person completing this application: _____

Signature: _____

Date completed: _____



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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 - . - . - .

MAJOR SUBDIVISION (5 building lots or more) _____ MINOR SUBDIVISION (4 building lots or less) _____
Standard Subdivision _____ Planned Residential Development _____

ENCLOSED PLEASE FIND THE FOLLOWING:

- 1. The FINAL PLAT, signed and approved by the Suffolk County Department of Health Services, plus at least eight (8) paper prints.
- 2. FINAL ROAD AND DRAINAGE PLANS with street profiles (at least eight paper prints of each sheet of the final set of drawings).
- 3. Letters directed to the Planning Board and signed by a responsible official of PSEG-LI, Cablevision, the Water and Sewer Districts (if applicable), and the Fire District assuring that necessary services can be provided to the development, if applicable.
- 4. Letters from the State Department of Transportation or the Suffolk County Department of Public Works approving construction in either state or county rights-of-way
- 5. Letter directed to the Planning Board signed by a responsible official of the school district in which the subdivision is to be located acknowledging receipt of the subdivision plans.
- 6. Offers of dedication for all properties, including street rights-of-way, scenic easements, drainage easements, drainage structures, etc., to be conveyed to the Town of Shelter Island (all documents subject to review and approval of Planning Board Attorney; acceptance by the Town Board as needed).
- 7. Final Subdivision Application Fee (see Fee Schedule).
- 8. Final Engineering Review Fee and Deposit (see Fee Schedule). The fee will be calculated once the bond estimate is prepared.
- 9. New York State Department of Environmental Conservation Permit, if applicable.
- 10. An electronic (PDF) copy of all submissions which are full scale/size reproducible.

**FINAL 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: _____

**FINAL 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:
