

Town of Lorraine	Lorraine Form # 19
<b>Subdivision Application Checklist</b>	Rev. February 13, 2019

The following checklist is intended to guide the applicant through the required steps of the formal application process for subdivision or lot line alteration. Any questions should be directed to the Planning Board.

- \_\_\_ Obtain a package of all the required forms and instructions from the Town Clerk. This information is also available on our website at [www.townoflorraine.com](http://www.townoflorraine.com), **Planning Board**
- \_\_\_ Gather all information required to fill out each form.
- \_\_\_ Provide a copy of the subdivision or lot line alteration plat requirements to your Licensed Land Surveyor.
- \_\_\_ Determine if the project location is near an Agricultural District containing a farm operation.
- \_\_\_ Determine if the project location contains any protected wetlands or special areas defined under the Tug Hill Reserve Act.
- \_\_\_ Schedule an informal sketch plan review conference with the Planning Board. Regular meetings are held the first Wednesday of every other month at 7:00 PM at the Lorraine Municipal Building.
- \_\_\_ Execute preliminary discussion statement Form #17 upon the completion of the sketch review conference and follow up on any action items required.
- \_\_\_ Complete the appropriate SEQR assessment form upon the determination of the Planning Board.
- \_\_\_ Complete Subdivision Application Form #15, Disclosure of Interest Form #18, Agricultural Data Statement Form #16 and submit to the Town Clerk with (5) copies of the Plat, a minimum of 10 days before the next Planning Board Meeting. Remit the required fee payable to the Town of Lorraine.
- \_\_\_ An application shall not be considered complete until all information required in Article 4 of the Subdivision Law, and Section 5 of the Lot Line Alteration Law is provided, and either a Negative Declaration or Notice of Completion of a Draft Environmental Impact Statement has been filed in accordance with 6 NYCRR Part 617.
- \_\_\_ After the Planning Board determines the application to be complete, and a Public Hearing has been scheduled, attend the required Public Hearing.
- \_\_\_ After the Planning Board takes action on the final plat, file the Plat with the County Clerk within 62 days. (Please note that the County Clerk will not file a new subdivision map until all outstanding or current taxes are paid in full for the subject parcel).