

**TOWN OF MIDDLEFIELD**  
**MINOR OR MAJOR SUBDIVISION CHECKLIST**

1. Completely fill out the attached TOWN OF MIDDLEFIELD MINOR SUBDIVISION (3-4 lots) or MAJOR SUBDIVISION (5 or more lots) Application. These are also online here: <https://www.middlefieldny.org/documents--forms.html>
  2. A professional survey printed on plastic mylar.
  3. A proposal which meets the requirements of the zoning law; or which has received a variance from the Zoning Board of Appeals.
  4. Deed (s) of the parent parcel.
  5. Part 1 of the NY state EAF (Environmental Assessment Form), either short form or full, depending on instruction of the Planning Board or Zoning Officer. This is available at the Town Hall or online here: <http://www.dec.ny.gov/permits/6191.html>
  6. Pertinent wetlands information. [Otsego County GIS Mapping](http://otsegocountygis.mapxpress.net/ags_map/default.asp) website has this information. Online here: [http://otsegocountygis.mapxpress.net/ags\\_map/default.asp](http://otsegocountygis.mapxpress.net/ags_map/default.asp)
- Navigate to your parcel and select MAP LAYERS in the upper right corner of the screen. Check box for NYDEC Wetlands and Federal Wetlands. Otsego County Real Property may also be able to help with this information. (607) 547-4221
7. Other information as may be required by the Planning Board during preliminary or ongoing discussion.

A pre-submission conference with the Zoning Officer is recommended in order to understand the zoning requirements and what type of subdivision to apply for.

The Planning Board's job is to certify by motion and passage that the application is complete. The Planning Board may make a recommendation for approval to the Town Board with regard to that action. A public hearing will be scheduled by the Town Board.

Application for Minor Subdivision (3-4 lots)

Applicant Information

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Landowner Information

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Subject Property Information

Location and street address of lot \_\_\_\_\_

\_\_\_\_\_

Tax map number of lot \_\_\_\_\_

\_\_\_\_\_

Lot size before division: \_\_\_\_\_

Lot sizes after division: 1) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

A public hearing must be held in order for this application to be approved

Planning Board

Town Board

Date of Public Hearing \_\_\_\_\_

Date of recommendation: \_\_\_\_\_ Date approved \_\_\_\_\_

Conditions: \_\_\_\_\_ Conditions: \_\_\_\_\_

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Planning Board Chair

Town Supervisor

Town Of Middlefield

Application for Major Subdivision (5 or more lots)

Applicant Information

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Landowner Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Subject Property Information

Locations and street addresses of lots \_\_\_\_\_

\_\_\_\_\_

Tax map number of lots \_\_\_\_\_

\_\_\_\_\_

Lot size before division: \_\_\_\_\_

Lot sizes after division: 1) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

5) \_\_\_\_\_ 6) \_\_\_\_\_

A public hearing must be held in order for this application to be approved

Planning Board

Town Board

Date of Public Hearing \_\_\_\_\_

Date of recommendation: \_\_\_\_\_ Date approved \_\_\_\_\_

Conditions: \_\_\_\_\_ Conditions: \_\_\_\_\_

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
Planning Board Chair Town Supervisor