

Town of Middlefield

Simple Subdivision Checklist

The following items are required for a Simple Subdivision (a single lot divided from a parent parcel that has not been not divided since **September 12, 1991**, with no deviation from the town zoning law). If the parcel has been divided since September 12, 1991, please fill out Minor Subdivision form located here:

<https://www.middlefieldny.org/uploads/1/1/7/6/117681638/mm-app-cklist.pdf>

1. Completely fill out the attached TOWN OF MIDDLEFIELD SIMPLE SUBDIVISION APPLICATION which can also be found online here:

<https://www.middlefieldny.org/documents--forms.html>

2. A sketch plan (a hand drawn map of the parcel you want to divide showing the proposed subdivision of the parcel), or professional survey printed on plastic mylar. You may provide a sketch plan in order to help us better understand your subdivision goals. Once you have determined exact measurements, you will have to provide a survey printed on plastic mylar in order to comply.

3. 200 feet of continuous road frontage for the new lot AND remaining lot.

4. A minimum of 3 acres of land for each lot. Exception a one-time only single 1-acre lot may be created from a lot greater than 10 acres.

5. A copy of the deed of the parent parcel.

6. Part 1 of the NY state SEAF (Short Environmental Assessment Form), available at the Town Hall or online here: <http://www.dec.ny.gov/permits/6191.html>

If the Planning Board certifies the proposal by motion and passage of motion as a Simple Subdivision, the Town Board must certify the subdivision map as exempt from further review, and the applicant must file the signed mylar with the county within the prescribed timeframe (60 days).

Town Of Middlefield

Application for Simple Subdivision (2 lots)

Owner Information

Name _____

Address _____

Phone _____ Email _____

Subject Property Information

Locations and street addresses of lot _____

Tax map number of lot _____

Lot size before adjustment _____

Lot sizes after adjustment _____

**Has this lot been divided since September 12, 1991 ?

IF YES, see the link on the checklist for Minor Subdivision and use that form.

Please attach a sketch of the subject property with the requested change(s) in boundaries indicated. Include all dimensions, such as front, side and rear property line setbacks, existing buildings, and natural features. The sketch should indicate road names and property addresses.

Section 3.2-6 Town of Middlefield Land Subdivision Regulations: within 6 months after classification of the sketch plan as a simple subdivision by the Planning Board, the subdivider shall cause a map to be prepared as required by Section 334 of Real Property Law and shall submit such map to the Town Board for certification as exempt from local law review and approval. The map shall conform to the layout shown on the sketch plan previously reviewed by the Planning Board. Failure to submit such a map within the specified time period shall require re-submission of the sketch plan to the Planning Board for reclassification.

Applicant's signature _____ Date _____

Simple Subdivision Certified _____ Date _____

Planning Board Chair _____ Date _____

Town Board Approval _____ Date _____