

TOWN OF MIDDLEFIELD SUBDIVISION CHECK LIST

Simple division. If you are contemplating a simple division (a single lot from a parent parcel not divided since **September 1991**, with no deviation from rules of the local ordinance); or lot line adjustment:

1. A survey and plastic mylar.
2. 200 feet of road frontage for the new lot and remaining lot.
3. A minimum of 3 acres of land, unless divided from a lot of greater than 10 acres, from which one, 1 acre lot may be created.
4. A perc test(s).
5. A copy of the deed of the parent parcel.

If the Planning Board certifies the proposal by Motion and passage of Motion as a simple division, the applicant must obtain the signature of the Town Supervisor on the plastic mylar and file the signed mylar with the county within the prescribed time frames (60 days).

Minor or Major subdivision application:

1. A survey and plastic mylar.
2. A proposal which meets requirements of the land use and subdivision ordinances ; or which has received a variance from the Zoning Board of Appeals.
3. Deed(s).
4. Either SEQRA long or short form, depending on local law or instruction of the Planning Board.
5. Perc tests for all lots.
6. Pertinent wetlands information.
7. Letters and stamped, addressed envelopes for adjoining landowners.
8. County Planning board approval, if necessary.
9. Other information as may be required by the planning Board during preliminary or ongoing discussion.

****The Planning Board's job is to certify by Motion and passage that the application is complete, so that a public hearing may be scheduled and subsequent action taken by the Town Board. The Planning Board may make a recommendation to the Town Board with regard to that action.**