

# Small Subdivision Guide

The following are the steps required to complete the subdivision process in the Town of Herkimer. Included are tasks and requirements that the Town expects from the applicant and what the applicant can expect from the Town.

1. The current property owner submits the completed application to the town Codes Enforcement Officer:
  - a. Application Form
  - b. Completed Short Environmental Assessment (Part I). This can be found, filled out, and printed at: [http://www.dec.ny.gov/docs/permits\\_ej\\_operations\\_pdf/seafpartone.pdf](http://www.dec.ny.gov/docs/permits_ej_operations_pdf/seafpartone.pdf)
  - c. Application Fee
  - d. Plat
    - i. 3 – paper copies and 1 – mylar copy (24" x 36"), along with a .PDF version
    - ii. showing:
      1. Original parcel (this can be shown as an inset if it is too large),
      2. proposed subdivisions (should also be shown in the inset, if included),
      3. boundary lines,
      4. road frontage (ft) of the new parcels and any remaining parent parcel
      5. areas (acres or ft<sup>2</sup>), of the new parcels and any remaining parent parcel
      6. adjacent owners,
      7. all utilities, wells, tanks, structures, and septic systems within 100 feet of the proposed lot
  - e. All signatures are to be by the owner of the original parcel to be subdivided or a legal representative.
2. The Planning Board accepts the application (1-4 weeks after the completed application is received).
3. The Planning Board determines if a 239 Review is required. If required, the application is forwarded to the County Planning Board.
4. The Planning Board sets a hearing date (approximately 3 – 4 weeks after acceptance of the application)
5. A public hearing is held
6. The Planning Board completes an Environmental Assessment (SEQRA; Parts II & III).
7. The Planning Board acts on the application.

## Notes:

- Once the subdivision is approved, the applicant has 60 days to file the maps with the Herkimer County Clerk.
- In most situations, a parcel cannot be subdivided if there is a mortgage, HELOC, or other type of lien on said parcel.
- Any parcel that is less than the minimum area or road frontage for that particular zoning must be accompanied by deed language that either merges the new parcel and an existing parcel into one single parcel or requires any future sale of that parcel to be sold with the adjoining parcel.