

permit, or issuance of a C.O. Some conditions might be: payment of all fees to include escrow or recreation fees, County Health Department or other jurisdictional agency approvals (e.g. highway curb cuts).

When the conditions have been met, your maps will be accepted for the chairman's signature and processing. Specific directions will be supplied to you relevant to your particular project. If the conditions pertain to the construction phase, the building department will receive a written copy of those conditions for inclusion in their site inspections.

If the nature of your application has been a subdivision (including lot line revisions), you are required to file the approved signed maps with the County Clerk, and the board office will supply you with a guide sheet to help you gather the documents you need for this filing.

If the nature of your application has been a site plan, signed maps are required for in-house use only, and you will receive specific instructions after the approval at the time you prepare your final maps. No filing at the county is required.

Denial of application:

A denial is also possible if conditions for approval cannot be met. Every alternative will be examined, and every opportunity given to you to provide substantive data to address the prevailing circumstances.

If the application still cannot be approved at this time, an opportunity to withdraw the application **without prejudice** will be offered to you, rather than have it receive a denial pursuant to a vote: the advantage to you here is that you might be able to return at some future time prepared to respond sufficiently to the difficulties encountered, and an approval at that time will require only a majority vote of the board. A denial with the current application would require a **unanimous** vote by the board, first to be able to appear, and then also to achieve approval, pursuant to NYS Town Law.

Assessment Information: if you file approved subdivision maps at the county clerk's office before March 1st, it will be identified as subdivision on the roll for the forthcoming year. If not filed before March 1st it will apportioned. If you have any further questions on this matter, please feel free to contact our town assessor at 691-2197. Additionally, if one or several of the subdivided lots are to be sold, you will need specific figures for your closing settlement.

We hope this brief summary helps you to understand the process. If at any time during the process you have questions, you are invited to contact the Planning Board office. We will do our best to assist you.