

DELHI TOWN PLANNING BOARD

Standards of Procedure

Boundary Line Adjustment

Sketch Plat - can be hand drawn on Tax Maps with adjoining owners & addresses, plus approximate dimensions

Affidavit of Ownership - signed & notarized by owners, submitted with final application

Maps signed by owners

Minor Subdivision - 3 or less lots, soil tests each new lot, property line survey

Major Subdivision - more than 3 lots, need a Town road, public hearing required, soil tests each new lot, property line survey

Owner is responsible to file maps & submit copies of deeds

Site Plans & Special Use Permit - reviewed & prepared by Code Enforcement Officer, fee to CEO

SEQR Short Environmental Assessment Form -

Black Book - record meeting minutes

Blue Book - record application dates, actions, fees paid

Fees - note info & purpose, forward to Town Clerk's office

County 239 Review - property located in agricultural district, within 500' of state or county road, adjacent to municipal boundary

Forms - Application for Sketch Plat Approval, BLA Acceptance Form, Notice of Action, Copy of Agenda to County advisors

Sketch Plat, Site Plan Review, & Special Permit Checklists (not for public)