## **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

<u>Major Subdivision</u> - 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

<u>Site Plans & Special Use Permit</u> - 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

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

<u>Forms</u> - 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)