

Town of Pittsfield Subdivision Filing Information

Initial Sketch Plan Meeting Requirements

- Any owner of land subdividing or re-subdividing land, submit to the Planning Board at least **ten days prior to the regular meeting of the board**, two copies of a sketch plan of the proposed subdivision for the purpose of classification and preliminary discussion. The sub-divider, or his/her authorized representative should attend the meeting of the Planning Board to discuss the requirements of the town regulations which govern the subdivision of the land. That discussion may include, but is not limited to lot size and arrangement, street improvements, drainage, sewerage, water supply, fire protection, availability of existing services, and any other pertinent information.
- The Planning Board, in reviewing the sketch plan, shall determine whether the proposed subdivision is a **minor or major subdivision** as defined in the regulations.
- The Planning Board shall determine whether the sketch plan meets the purposes of the regulations and shall, where it deems necessary, make specific recommendations in writing to be incorporated by the applicant in the next submission to the Planning Board.
- The Planning Board may require that an **Environmental assessment form (EAF)** be completed by the applicant, and that all other applicable provisions of the New York State Environmental Quality Review Act be satisfied. A completed EAF will assist the Planning Board in determining the environmental significance of the project.

Sketch Plan

- The sketch plan initially submitted to the Planning Board shall be based on tax map¹ information or other similarly accurate base map at a scale preferably not less than 200 feet to the inch to enable the entire tract to be shown on one sheet. Also, a key map which shall show the location of the proposed subdivision within the town shall accompany the sketch plan.
- The submitted sketch plan shall show the following information:
 1. Name and address of subdivision, North Arrow, Scale and Date
 2. Name of the owner of the proposed subdivision and of all adjoining property owners
 3. The specific boundary of the area to be subdivided
 4. The tax map sheet, block and lot numbers
 5. All existing structures, wooded areas, streams and other significant physical features within the portion to be subdivided and within 200 ft thereof. If topographical conditions are significant, contour shall be indicated at intervals of not more than 20 ft, based on US Geographical Survey data²

6. All the utilities, streets and right-of-way which are existing
 7. All existing restrictions on the use of the land, including easement and covenants
 8. The proposed pattern of lots, street layouts, recreation areas and systems of drainage, sewage and water supply within the subdivided area
 9. Existing platting, if a subdivision
- Following the review of the sketch plan, the Planning Board shall determine whether the subdivision will be classified as a minor or major. Within six months following classification, the sub-divider shall submit an **application in duplicate** for approval of the subdivision plat. **Failure to submit an application for approval of the subdivision plat will cause a re-submission of the sketch plan for re-classification by the Planning Board.**

To view the Otsego Tax Map or Topographic Map, copy the appropriate link below and paste it into your browser window.

¹ Link to Otsego Tax Map:

<https://imo.otsegocounty.com/taxmaps.aspx>

² Link to Otsego Topographical Map:

http://otsegocountygis.mapxpress.net/ags_map/default.asp