

Town of Reading  
PO Box 5  
Reading Center, NY 14876  
607-535-7459

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Minor Subdivision Application Form

*This document is for illustrative purposes only to facilitate the application process. It in no way, supersedes the Subdivision Law of the Town of Reading as the legal document governing the approval process. Additional information may be required before a final decision is made*

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Tax Map No. \_\_\_\_\_

Physical Address: \_\_\_\_\_  
\_\_\_\_\_

A licensed professional engineer or land surveyor shall prepare all plat materials unless otherwise approved by the Planning Board.

**An application for Minor subdivision shall include the following materials, as applicable.**

\_\_\_\_\_ A minor subdivision plat drawn at a scale of forty feet to the inch (1" = 40') or such other scale as the Planning Board may deem appropriate, on standard 24" x 36" sheets, with continuation on 8 1/2" x 11" sheets as necessary for written information.

\_\_\_\_\_ Certified land surveys (1) showing the boundaries of the applicant's property under consideration in its **current state** plotted to scale with the north point, scale, and date clearly indicated. (2) certified land survey of the **proposed** subdivision plat.

\_\_\_\_\_ A minor subdivision plat shall indicate at a minimum, the following:

1. Date, north point, map scale, name and address of record owner and applicant. The proposed subdivision name and location within the Town of Reading and Schuyler County shall also be included.
2. The name of all subdivisions immediately adjacent and the name of the owners of record of all adjacent property as disclosed by the most recent municipal tax records.
3. The location of that portion which is to be subdivided in relation to the entire tract, and the distance to the nearest existing street intersection.
4. The tax map sheet, block and lot numbers, if available.
5. All the utilities available within 300 feet of the property, and all streets which are mapped or built.

6. The proposed pattern of lots (including lot width and depth) within the subdivided area, the total permitted lot count for the entire tract based upon the density standards in the Land Use Law and the number of lots created by the plat
7. All existing restrictions on the use of the land including easements, covenants, or land use regulatory boundary lines
8. An actual field survey of the boundary lines of the tract, giving complete descriptive data by bearing and distances, made on certified by a licensed land surveyor. The corners of tract shall also be located on the ground and marked by monuments as approved by the Town's Land Use Officer, and shall be referenced and shown on the plat.
9. All existing structures, wooded areas, streams, topography based on available USGS quadrangle maps and other significant physical features within the subdivision and 200 feet thereof.

\_\_\_\_\_ All proposed on site sanitation and water supply facilities shall be designed to meet the minimum specifications of the State Department of Health and Schuyler County Health Department, and a letter to this effect issued from each applicable department shall be supplied.

\_\_\_\_\_ Any application for a subdivision plat located in or whose property line is within five-hundred (500') feet of a County adopted, State certified agricultural district shall submit an agricultural data statement along with any other required submittals to assist the Planning Board in its review. Notice shall be sent to applicable property owners and the content of the agricultural data statement shall conform to the Agricultural and markets Law Article 25-AA, Section 305-a.

\_\_\_\_\_ A copy of such covenants or deed restrictions as it is intended to cover all or part of the tract.

\_\_\_\_\_ Any additional information you deem necessary to conduct an informed review.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date