

**Initial Applications Shall Include the Following:**

1. Land Division Application Form: completely filled out. **(5 copies)**
2. Plat: The Plat must adhere to the requirements set forth within the Town of Bethlehem Subdivision Regulations, Article V § 103-32, adopted by the Town Board on August 23, 2006. **(5 copies)**
3. Fee: as indicated in the Fee Schedule adopted by the Town Board on August 23, 2006. Checks to be made payable to the Town of Bethlehem.
3. Short or Long Form Environmental Assessment Form. **(5 copies)**
4. Letter to the Director of Economic Development and Planning: Requesting to be considered for a Land Division. **(5 copies)**

Please refer to Subdivision Regulations Article III § 103-20 for information pertaining to Land Divisions. Additional information may be requested from the applicant as the review of the Land Division request proceeds.

The application is considered complete when the Economic Development and Planning Office has filed a Negative Declaration in accordance with the provisions of the State Environmental Quality Review Act.

Any application that does not meet each of the requirements of Subdivision Regulations, Article III, § 103-20 A.1-6 shall be referred to the Planning Board and processed as an application for subdivision approval pursuant to Chapter 103, Subdivision Regulations.

**TOWN OF BETHLEHEM**  
**Land Division**  
**Application Form**

Location of Project (Street Address): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Tax Map Number of Parcel to be divided: \_\_\_\_\_

*(Attach a copy of the current deed and any easements affecting property)*

Zoning District(s): \_\_\_\_\_

\_\_\_\_\_

Reason for Land Division: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Name, Address and Telephone # of Property Owner(s): (REQUIRED)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name, Address and Telephone # of Responsible Person for Billing Purposes: (REQUIRED)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name, Address and Telephone # of Professional Engineer: (IF APPLICABLE)

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Name, Address and Telephone # of Licensed Land Surveyor: (IF APPLICABLE)

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Name, Address and Telephone # of Attorney: (IF APPLICABLE)

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Current land use of the site: \_\_\_\_\_

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Character of surrounding lands: \_\_\_\_\_

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Total acreage involved in project: \_\_\_\_\_

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Total contiguous acreage controlled by applicant/owner: \_\_\_\_\_

\_\_\_\_\_  
*(This shall include lands owned by family members of the applicant, and any corporation(s), partnership(s), limited liability company(ies) or other entities in which the applicant has an interest.)*

Total square footage of all new construction: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Is the acreage to be divided under option or contract to sell? \_\_\_\_\_

If so, to whom \_\_\_\_\_

\_\_\_\_\_

Disclose any long-term plans for the remaining lands \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The signature of the Owner or Agent of the Owner below shall mean that the applicant is familiar with and will comply with the requirements of the Town Zoning Law, the Town Subdivision Regulations and any additional amendments therein and other appropriate Town ordinances and regulations in regards to this project.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Land Division Plat Checklist

- \_\_\_ 1. a title block containing;
  - a. parcel owner's name
  - b. street address of parcel to be divided including town and county
  - c. tax parcel # of lot to be divided
  - d. name and address of map preparer
  
- \_\_\_ 2. a north arrow point
  
- \_\_\_ 3. a map scale
  
- \_\_\_ 4. the zoning district in which the parcel is located
  
- \_\_\_ 5. date of the survey and the latest revision date (if any).
  
- \_\_\_ 6. the location of existing and proposed structures including off-set distances to property lines and highway right-of-way boundaries, and indicating conformance to zoning district requirements
  
- \_\_\_ 7. the location of intersection of driveway(s) with public road