

## PRE-APPLICATION PROCEDURE FOR SUBDIVISION

### Pre-Application Process:

1. The application should be filled out completely and the original, plus twelve (12) copies of the application and any attachments should be delivered to the Greenport Planning Board Chairman or secretary, together with the appropriate fee. (See fee schedule attached) The Planning Board office is open every Monday from 9:00 a.m. to 2:00 p.m.
2. Applications must be received by the Planning Board a minimum of fifteen (15) days prior to the meeting, together with the appropriate fee.
3. Within six (6) months after classification of the sketch plan by the Planning Board, the property owner (sub-divider) shall submit an application for approval of the final plat, for minor subdivisions, or a preliminary plat for major subdivisions, in conformance with the requirements of Chapter 107 of the Greenport Code (available upon request). The final plat shall conform to the layout shown on the sketch plan plus any recommendations made by the Planning Board and shall conform to the requirements listed in Article III, § 107-18 of the Greenport Town Code.
4. The Planning Board meets on the fourth Tuesday of each month at 7:30 p.m. at the Town Hall. The applicant and/or representative must attend the meeting. Please call the planning board (518-822-8149) to confirm that you are on the agenda, or visit our website, which is posted at least 6 days prior to the meeting.
5. Complete and submit the Short Environmental Assessment form (attached). Please note that submissions for subdivision approval will not be considered to be complete applications until all necessary SEQRA proceedings have been concluded. The Board may determine, upon examination of the information submitted, that a Long Environmental Assessment form is required.
- 6. The applicant must submit one original plus eight (8) copies of the application and SEQRA forms. In addition, twelve (12) copies of the Site Plan must also be submitted. A digital copy of all application materials, prepared in a PDF format must also be included in your submittal. Failure to comply with these site plan application instructions may result in delay or denial of your project.**

**TOWN OF GREENPORT  
PLANNING BOARD  
600 Town Hall Drive  
Hudson, New York 12534  
518-822-8149**

**PLANNING BOARD FEE SCHEDULE**

**Site Plan**

Application for Site Plan Review	\$50.00
Review of Detailed Site Plan Drawings (if required)	\$500.00
Re-approval (re-stamp) of Previously Approved Plans	\$50.00
Communications Towers and/or Wind Generating Towers Site Plan Review	\$500.00
Lead Agency Coordination	\$200.00
Public Hearing (Plus Actual Cost of Advertising)	\$50.00

**Subdivisions**

Minor Subdivision (4 or less) Unsewered	\$250.00 per lot created
Minor Subdivision (4 or less) Sewered	\$250.00 per lot created
Major Subdivision (5 or more) Unsewered	\$400.00 per lot created
Major Subdivision (5 or more) Sewered	\$400.00 per lot created
Additional Recreation Fee (Major Only)	\$400.00 per lot created
Public Hearing (Plus Actual Cost of Advertising)	\$50.00