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_____ Submittal Date:

_____ PB #:



CITY OF PLATTSBURGH

PLANNING BOARD

SUBDIVISION APPLICATION

A	Project Description				
Title of Plan: Date of Plan:					
Explain in Detail the Reason(s) for the Requested Subdivision (Submit Separate Narrative if More Space is Needed) Detail <i>any</i> requested exceptions to the requirements of the Subdivision Ordinance, including requested variances.					
Project Location/Address:		Total Parcel Area:			
Tax Map Parcel number(s):		Current Land Use:			
Zoning District:		Current Site Conditions:			
NYSDEC Wetland Jurisdictional Determination: ☐ Positive JD ☐ Negative JD					
Existing or Proposed Easements and any Proposed Covenants:					
For Subdivisions Involving Extension of Public Street or Utilities:					
Start and Duration of Construction:					
Will Development be Staged?					
❖ A representative acting on behalf of an owner must submit a notarized affidavit of representation. ❖ LLCs, Corporations, Etc... must provide evidence of authorization to act on behalf of the organization.					
Applicant	Name:		Plan Preparer	Name:	
	Organization:			Organization:	
	Address:			Address:	
	Telephone:			Telephone:	
	Email:			Email:	

Property Owner (if different)	
Name:	Telephone:
Address:	Email:

Rev. 10.22.2025



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B**APPLICATION SUBMISSION:**

Hard Copy Submissions of Initial Applications will not be Accepted.

- ☐ Completed Application ☐ Sketch Subdivision Plan (see requirements in Section C) ☐ Separate Project Narrative (if needed) ☐ Colored Architectural Elevations (see Section D) ☐ Representative Affidavit (if applicable) ☐ Existing Condition Depictions (see Section E) ☐ Completed EAF Part 1 ☐ Material Samples/Examples (see Section F)

Hard Copy Submission: Upon initial review of the application for completeness, Planning Staff will issue a "Notice of Complete Application" memo to the Applicant detailing instructions for submission of payment and hard copies of application materials.

C**§ 300-21 SKETCH PLAN: (Plan Must Include the Following Information)**

The sketch plan initially submitted to the Planning Board shall be based on Tax Map information or some 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. The sketch plan shall be submitted, showing the following information:

Yes	No	N/A	Subdivision Review Requirements
☐	☐	☐	A. 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.
☐	☐	☐	B. All existing structures, wooded areas, streams and other significant physical features, within the portion to be subdivided and within 200 feet thereof. Contours shall also be indicated at intervals of not more than five feet.
☐	☐	☐	C. The name of the owner and of all adjoining property owners as disclosed by the most recent municipal tax records.
☐	☐	☐	D. The tax map sheet, block and lot numbers, if available.
☐	☐	☐	E. All the utilities available and all streets that are either proposed, mapped or built.
☐	☐	☐	F. The proposed pattern of lots, including lot width and depth, street layout, recreation areas, business areas, systems of drainage, sewerage and water supply within the subdivided area.
☐	☐	☐	G. All existing restrictions on the use of land including easements, covenants or zoning lines.
☐	☐	☐	H. Any other data deemed pertinent by the planning board.



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D	§ 300-22 Minor Subdivision Plat		
In the case of minor subdivision only, the subdivision plat application shall include the following information:			
Yes	No	N/A	Subdivision Review Requirements
☐	☐	☐	A. A copy of such covenants or deed restrictions as are intended to cover all or part of the tract.
☐	☐	☐	B. Proposed subdivision name and name of the city and county in which it is located.
☐	☐	☐	C. All private on-site sanitation and water supply facilities shall be designed to meet the minimum specification of the state and county departments of health, and a note to this effect shall be stated on the plat and signed by a licensed engineer.
☐	☐	☐	D. An actual field survey of the boundary lines of the tract giving complete descriptive data by bearings and distances, made and certified to by a licensed land surveyor. The corners of the tract shall also be located on the ground and marked by monuments as approved by the city planner and shall be referenced and shown on the plat.
☐	☐	☐	E. The date, north point, map scale, name and address of record owner and subdivider and engineer or surveyor including license number and seal.
☐	☐	☐	F. The plat to be filed with the county clerk shall be printed upon paper. The size of the sheet shall be 18 inches by 24 inches or 24 inches by 36 inches.
E	§ 300-23 Major Subdivision Preliminary Plat and Accompanying Data		
The following documents shall be submitted for conditional approval:			
Yes	No	N/A	Subdivision Review Requirements
☐	☐	☐	A. Boundary Lines: Bearings and Distances.
☐	☐	☐	B. Location, width, identification and purpose of easements and rights-of-way.
☐	☐	☐	C. Streets on and adjacent to the tract: name and right-of-way width and location; type, width and elevation of surfacing; any legally established center line elevations; walks, curbs, gutters, culverts, etc.
☐	☐	☐	D. Utilities on and adjacent to the tract: location, direction of flow, size and invert elevation of sanitary and storm sewers, water mains and gas lines; location of fire hydrants, electric and telephone poles and streetlights (if water mains and sewers are not on or adjacent to the tract, indicate the direction and distance to and size of nearest ones, showing invert elevation of sewers).

☐	☐	☐	E. Ground elevations on the tract based on a datum plane approved by the City Planner, or an engineer designated by the Mayor. For land that slopes less than approximately 2%, show spot elevations at all breaks in grade, along all drainage channels or swales, and at selected points not more than 100 feet apart in all directions; for land that slopes more than 2%, show contours at intervals of five feet or less as required by the Board.
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 § 300-23 Major Subdivision Preliminary Plat and Accompanying Data			
Yes	No	N/A	Subdivision Review Requirements
☐	☐	☐	F. Other conditions on the tract: rail lines, watercourses, marshes, rock outcrops, wooded area, isolated preservable trees, houses, barns, shacks and other significant features.
☐	☐	☐	G. Other conditions on adjacent land: approximate direction and gradient of ground slope, including any embankments or retaining walls; character and location of buildings, railroads, power lines, towers and other nearby nonresidential land uses or adverse influence; owners of adjacent unplatted land; for adjacent platted land refer to subdivision plat by name, recordation date and number and show approximate percent built-up, typical lot size and dwelling type.
☐	☐	☐	H. Zoning on and adjacent to the tract.
☐	☐	☐	I. Proposed public improvements: highways or other major improvements planned by public authorities for future construction on or near the tract.
☐	☐	☐	J. Key plan showing location of the tract.
☐	☐	☐	K. Title and certificates: present tract designation, according to official records in the office of the appropriate recorded title under which proposed subdivision is to be recorded, with names and addresses of record owners, subdivider and designer of preliminary layout, notation stating acreage, scale, North arrow, datum, benchmarks, certification of registered engineer or surveyor including license number and seal, date of survey and City and county in which subdivision is located.
☐	☐	☐	L. Streets: names; right-of-way and roadway widths; approximate grades and gradients; include any streets or public areas shown on the Master Plan.
☐	☐	☐	M. Other rights-of-way or easements. Where the topography is such as to make difficult the inclusion of any of the required facilities within the public areas as laid out, the preliminary plat shall show the boundaries of proposed permanent easements over or under private property, which permanent easement shall not be less than 20 feet in width and which shall provide satisfactory access to an existing public highway or other public highway or public open space shown on the subdivision map or the Official Map.
☐	☐	☐	N. Location of utilities, if not shown on other exhibits.
☐	☐	☐	O. Lot lines, lot dimensions, lot areas and lot numbers.

☐	☐	☐	P. Sites, if any, to be dedicated for parks, playgrounds or other public uses.
☐	☐	☐	Q. Sites, if any, for multifamily dwellings, shopping centers, churches, industry or other nonpublic uses exclusive of single-family dwellings.



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E § 300-23 Major Subdivision Preliminary Plat and Accompanying Data			
Yes	No	N/A	Subdivision Review Requirements
☐	☐	☐	R. Minimum building setback lines.
☐	☐	☐	S. Site data, including number of residential lots, typical lot size, acres in parks, etc.
☐	☐	☐	T. Approximate location of all proposed waterlines, valves and hydrants and all sanitary and storm sewer lines, indicating grades and sizes, with profiles, indication connections with existing lines and alternate means of water supply or sewage disposal and treatment, as provided in the Public Health Law.
☐	☐	☐	U. Approximate grading plan if natural contours are to be changed more than two feet.
☐	☐	☐	V. Profiles showing existing ground surface and proposed street grades, including extensions for connecting streets for a reasonable distance beyond the limits of the proposed subdivision streets.
☐	☐	☐	W. Typical cross-sections of the proposed grading, roadway and sidewalk and type and depth of surfacing and subbase.
☐	☐	☐	X. Preliminary design of any bridges or culverts which may be required.
☐	☐	☐	Y. Deed description and map of survey of tract boundary made and certified by a licensed land surveyor. The corners of tract shall also be located on the ground and marked by substantial monuments of such size and type as approved by the City Planner, or an engineer designated by the Mayor, and shall be referenced and shown on the plat.
☐	☐	☐	Z. A vicinity map, drawn at a scale of one inch equals not more than 400 feet, showing the relation of the proposed subdivision to the adjacent properties and to the general surrounding area. The vicinity map shall show: (1) All existing subdivisions and tract lines of acreage parcels, together with the names of the record owners of adjacent parcels of land, namely those directly abutting or directly across any and all streets adjoining the proposed subdivision. (2) Locations, widths and names of existing or filed streets, easements, building lines and alleys pertaining to the proposed subdivision and to immediately adjacent properties. (3) The boundaries and designations of zoning districts affecting the tract, special utility district lines, political boundaries, school district boundaries and parks or other public spaces.



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F	§ 300-24 Major Subdivision Final Plat and Accompanying Data		
The plat to be filed with the County Clerk shall be printed on paper. The size of the sheets shall be 18 inches by 24 inches or 24 inches by 36 inches, including a margin for binding of two inches, outside of the border, along the left side and a margin of one inch outside of the border along the remaining sides. The plat shall be drawn at a scale of no more than 100 feet to the inch and oriented with the North point at the top of the map. When more than one sheet is required, an additional index sheet of the same size shall be filed showing to scale the entire subdivision with lot and block numbers clearly legible. The plat shall show:			
Yes	No	N/A	Subdivision Review Requirements
☐	☐	☐	A. Proposed subdivision name or identifying title and the name of the City and county in which the subdivision is located, the name and address of record owner and subdivider, name, license number and seal of the licensed land surveyor or engineer and date.
☐	☐	☐	B. Right-of-way lines of streets, easements and other right-of-way and property lines of residential lots and other sites and areas to be dedicated to public use.
☐	☐	☐	C. Name and right-of-way width of each street or other right-of-way.
☐	☐	☐	D. Location, dimensions and purpose of any easements.
☐	☐	☐	E. Sufficient data acceptable to the City Planner to determine readily the location, bearing and length of every street line, lot line, boundary line and to reproduce such lines upon the ground. Where applicable, these should be referenced to monuments included in the state system of plane coordinates and in any event should be tied to reference points previously established by a public authority.
☐	☐	☐	F. The length and bearing of all straight lines, radii, length of curves and central angles of all curves, tangent distances and bearings shall be given. The lines of each lot shall also be given. All dimensions shall be shown in feet and decimals of a foot. The plat shall show the boundaries of the property, location, graphic scale and true North point.
☐	☐	☐	G. The plat shall also show by proper designation thereon all public open spaces for which deeds are included and those spaces title to which is reserved by the developer. For any of the latter, there shall be submitted with the subdivision plat copies of agreements or other documents showing the manner in which areas are to be maintained and the provisions made therefor.
☐	☐	☐	H. All offers of cession and covenants governing the maintenance of unceded open spaces shall bear the certificate of approval of the Corporation Counsel as to their legal sufficiency. Certification of title showing that applicant is the owner shall be provided.

☐	☐	☐	I. Lots within a subdivision shall be numbered.
☐	☐	☐	J. Permanent reference monuments shall be shown and shall be constructed in accordance with specification of the City Planner. When referenced to the state system of plane coordinates, they shall also conform to the requirements of the State Department of Public Works. They shall be placed as required by the City Planner and their location noted and referenced upon the plat.



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F § 300-23 Major Subdivision Preliminary Plat and Accompanying Data			
Yes	No	N/A	Subdivision Review Requirements
☐	☐	☐	K. All lot corner markers shall be permanently located satisfactorily to the City Planner, at least 3/4 inch (metal) in diameter and at least 24 inches in length and located in the ground to existing grade.
☐	☐	☐	L. Monuments of a type approved by the City Planner shall be set at all corners and angle points of the boundaries of the original tract to be subdivided; and at all street intersections, angle points in street lines, points of curve and such intermediate points as shall be required by the City Planner.
☐	☐	☐	M. All other pertinent information previously submitted for approval in § 300-7 and required by the Planning Board to be shown on the final plat.
☐	☐	☐	N. Construction drawings including plans, profiles and typical cross-sections, as required, showing the proposed location, size and type of streets, sidewalks, streetlighting standards, street trees, curbs, water mains, sanitary sewers and storm drains, pavements and subbase, manholes, catch basins and other facilities.
☐	☐	☐	O. Protective covenants shall be submitted in a form for recording.
☐	☐	☐	P. Letter from the City Planner shall be submitted certifying that the subdivider has complied with the required alternative of § 300-9, pertaining to improvements and performance bonds.
☐	☐	☐	Q. Written agreement between the subdivider and the City Council covering title, dedication and provision for the cost of grading, development, equipment and maintenance of any parks, playgrounds or open public spaces. Such agreements shall bear the endorsement of the Corporation Counsel as to their legal sufficiency.
☐	☐	☐	R. Written agreements, with indication of required easements, that public utility companies will make necessary service installations.
☐	☐	☐	S. Other data such as other certificates, affidavits, endorsements or approvals shall be submitted as may be required by the Planning Board in the enforcement of these regulations.



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Applicant Acknowledgement

By signing this application, I acknowledge and agree to the following:

1. I am the property owner or have obtained the property owner's / owners' consent to the submittal of this application and the contents therein; and
2. I have carefully reviewed and prepared the application and plans in accordance with the instructions; and 3. I provided correct and accurate information in this application, including all attachments; and 4. I understand that the submittal of inaccurate or incomplete information or plans, or failure to comply with the instructions may result in processing delays and/or denial of my application; and
5. I understand that it is the responsibility of the applicant to substantiate the request through the requirements of the application, City of Plattsburgh Zoning Code and any other regulations adopted by the City of Plattsburgh; and 6. I understand that upon further evaluation, additional information/documents/reports and fees may be required; and 7. I understand that failure to submit any such required fees or information requested after submittal may result in processing delays and/or denial of my application; and
8. I understand that it is the responsibility of the applicant or property owner to notify City of Plattsburgh Planning Staff of any changes to the project, including change of ownership, which may require additional information/documents/reports and fees and may cause delay to the processing of the project; and
9. I understand that if there is a zoning violation on the property, plan review may be delayed. Any unpermitted structures or uses must either be removed or legalized as part of this application; and
10. I understand that when applicable, the environmental review associated with the submittal of this application is preliminary, and that after further evaluation, additional information, reports, studies, application and/or fees may be required; and
11. I as the property owner or property owner's authorized representative consent and expressly allow, authorize, and permit City of Plattsburgh Planning Staff to enter upon, photograph, and/or inspect all exteriors of the subject property, with or without prior notice, to process this application. No additional permission or consent to enter upon the exterior of the subject property is necessary or shall be required. I further certify and warrant that I am authorized to and, hereby do, consent and allow such inspections on behalf of each and all owners of the subject property; and
12. I understand that all materials submitted in connection with this application may become public record subject to inspection and copying by the public. I acknowledge and understand that the public may inspect and copy these materials and that some or all of the materials may be posted on the City of Plattsburgh website; and 13. I understand that denials will result in no refunds; and
14. I understand that City of Plattsburgh Planning staff and members of the City of Plattsburgh Planning Board are not permitted to assist the applicant or proponents and opponents of a project in preparing arguments for or against the project; and
15. I understand that members of the City of Plattsburgh Planning Board are not permitted to engage in ex-parte communication regarding the application and agree not to engage in ex-parte communication with said City of Plattsburgh Planning Board members; and
16. I understand that there is no guarantee – express or implied – that an approval will be granted. I understand that such an application must be carefully evaluated and after the evaluation has been conducted, or the public hearing has been held, that staff's recommendation or decision may change during the course of the review based on the information presented.

Applicant Signature:

Date:

Printed Name: