

**TOWN OF FRANKFORT PLANNING BOARD
201 THIRD AVE, FRANKFORT, NEW YORK
13340**

For Planning Board Use Only

Referral Number

Date Received

SUBDIVISION REFERRAL FORM

INSTRUCTIONS

Pursuant to Section 239-l, -m & -n of New York State General Municipal Law and Town of Frankfort Code Section 76 Subdivision Regulations must be referred to this board for review.

To submit a project review, this form must be completely filled out and the appropriate enclosures attached. Any incomplete information may result in the delay of our review and a postponement of the project completion.

1. Referring body (check appropriate line): Town Board Codes Department
2. Applicant: Name: _____
Address: _____
Phone: _____
Property Owner: _____
Address: _____
3. Location of real property (Fill out Completely):
A. Fontage Road Name _____
B. Nearest Intersection Road:
Name _____ Direction _____ Distance _____
C. Tax Map Parcel: Map _____ Block _____ Lot _____
D. Dimensions / Area of Property: _____
E. Existing Zoning District: _____
4. Brief written summary of proposed action:

5. Type of Referral: (A) Site Plan Review (B) Subdivision Proposal
 (C) Zoning Map Amendment Number of Lots _____
6. Enclosures
 Proof of Ownership (deed or tax bill required for all referrals)
 Location Map (required for all referrals)
 SEQR Environmental Assessment Form (required for all referrals)
 Sketch (required for all referrals) Drawn to scale depicting existing and proposed building, proposed ingress/egress, internal traffic circulation patterns, designated parking areas, existing zoning district map and north arrow.
 Subdivision plot plat(s) (required for 5B)
 Other (specify) _____
7. Other Involved agencies (i.e., other agencies having permitting authority)
 Herkimer County Dept. of Highway NYS Dept. of Environmental Conservation
 New York State Dept. of Health NYS Dept. of Transportation
 Town of Frankfort Highway Dept. Other (specify) _____

I certify that the information provided above is true to the best of my knowledge.

Date

Signature

Send completed form and enclosures to:

**Town of Frankfort Planning Board
201 Third Ave, Frankfort, NY 13340**