

**Town of Pound Ridge**  
**Planning Board**  
**Subdivision/Lot Line Change Application**

**Check Type of Review:**

- |   |   |
|---|---|
| <input type="checkbox"/> Conventional Subdivision | <input type="checkbox"/> Preliminary Approval |
| <input type="checkbox"/> Cluster Subdivision      | <input type="checkbox"/> Final Approval       |
| <input type="checkbox"/> Lot Line Change          | <input type="checkbox"/> Other—please explain |
- 

Name of Owner: \_\_\_\_\_

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

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing address (if different from above) \_\_\_\_\_

**Signature of Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Name of Applicant (*if other than owner*): \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Submit a letter of authorization from the owner to sign on their behalf.*

**By signing this application, the owner authorizes Board Members and their consultants the right to enter the premises upon reasonable notice for the purpose of gathering information pertinent to the application.**

Name of Registered

Engineer/Architect: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Attorney: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**IDENTIFICATION OF PROPERTY**

Block/Lot: \_\_\_\_\_ Zoning District: \_\_\_\_\_ Area (in acres): \_\_\_\_\_

Number of Lots proposed: \_\_\_\_\_

Does this property exceed 10 acres in area? ☐ Yes ☐ No If yes, refer to the Conservation Board for review.

Land in subdivision is \_\_\_\_\_ is not \_\_\_\_\_ within 500 feet of the Town boundary.

Property does \_\_\_\_\_ does not \_\_\_\_\_ connect directly into a State or County road.

## **PROCEDURE FOR SUBDIVISION APPLICATION AND APPROVAL**

**Subdivision Approval is required whenever a division or re-subdivision of land or any exchange of land or transfer of land is proposed. Prior to a proposal to subdivide land, the Applicant should read and be familiar with the following documents and legislation for the Town of Pound Ridge from which the Planning Board will refer to and employ as part of its subdivision review:**

- **The Code of the Town of Pound Ridge, Chapter 113, “Zoning”**, which contains standards and requirements for development in the Town’s various zoning districts.
  - **The Land Development Regulations**, which guides the Board in orderly development of land. In particular Chapter A117 Article III “Subdivision Applications.”
  - **The Wetlands Law of the Town of Pound Ridge**, which are used by the Board in reviewing subdivision and proposed wetlands activities. These laws are monitored & permits are issued by the Water Control Commission.
- These documents can be obtained at on the Town’s home page, [townofpoundridge.com](http://townofpoundridge.com) - “Town Code”.**

All subdivision approvals come from the Planning Board following procedures set out in the Town’s Land Development Regulations. The Town Engineer and the Town’s Planning Consultant review subdivision applications carefully, and their recommendations are included in any approval issued by the Planning Board. In addition, the application can be reviewed by the Conservation Board and Water Control Commission:

1. **Conservation Board:** If the application involves a land area of 10 or more acres, the Conservation Board will review and report on the proposal.
2. **Water Control Commission:** If the application proposes any alteration of wetland areas or development of land within 150’ of a wetland or water body, approval of the Water Control Commission for this activity will be required. This approval is separate from the subdivision approval.

**An Informal Hearing may be requested before the Planning Board to obtain preliminary opinions and reactions prior to the expenditure of funds for detailed site design and engineering.**

**Following this Informal meeting, the complete Subdivision/Lot Line Change Application form should be filled out and submitted to the Planning Board. After the initial meeting, the Planning Board may schedule a field trip to the proposed subdivision site. The applicant or his or her duly authorized representative shall be present at the site.**

**When the Planning Board has determined that a preliminary application for subdivision approval is complete, it will schedule a “Public Hearing” on that application.** This sets in motion the following sequence of events:

1. Preliminary public hearing opened and closed.
2. Planning Board approves, approves with modifications, or disapproves preliminary plat.
3. Applicant modifies application to conform to the findings or modifications of preliminary approval.
4. Planning Board may hold or waive the requirement of a public hearing on the final plat.
5. If approved, the plat is reviewed by Department of Health and signed by the County Commissioner of Health.
6. 1 copy submitted to the Planning Office, along with signed plat for Planning Board approved stamp.
7. Applicant files the plat with Westchester County, Division of Land Records.
8. Applicant orders 3 copies of the filed map from the County and submits to the Planning Board administrator; 1 for the Building Department’s block & lot files, 1 for the subdivision records, 1 for the Town Clerk’s office.

**Land exchange or transfer:** Where an applicant proposes a subdivision representing an exchange or transfer of land with an adjoining property, the Planning Board may waive the public hearing on such proposal where the following conditions are met:

1. The area of the proposed land exchange or transfer does not exceed 10% of the minimum required lot area of the zoning district in which the affected lands are located.
2. No additional lots will be created.
3. Such exchange or transfer of lands does not preclude the proper future development or re-subdivision of the affected properties.
4. Such exchange or transfer of lands shall not create any nonconformity with the terms and regulations of the Pound Ridge Zoning Ordinance.
5. The applicant(s) has prepared and submitted a final plat, in accordance with §A117-31 herein, for the signature of Planning Board Chairman and has paid all appropriate fees.
6. The applicant(s) has paid fees as required in Appendix A of these regulations.

### Application Checklist

Submit **10 hard copies** (4 full-sized copies folded to no larger than 9" x 12" and 6 reduced copies) of the Subdivision Plan and **all files via email** to the Planning Board Administrator, Christeen CB Dür at [cdur@townofpoundridge.com](mailto:cdur@townofpoundridge.com) by 1pm 2 weeks prior to the meeting. Meetings are typically held on the 4th Thursday of each month at 7pm at the Pound Ridge Town House and via Zoom. Call Christeen at 914.764.3982 to confirm dates and format, or check the monthly calendar on the Town's website, [townofpoundridge.com](http://townofpoundridge.com). Christeen will verify taxes are paid with the Tax Receiver and notify neighbors within 1000' feet of the property line once the application is received.

#### **Submit an Application Fee via check made payable to the Town of Pound Ridge.**

Informal Hearing*	\$100.00
<b>*No review by the Town Engineer or any additional review by PB counsel.</b>	
Lot Line Change	\$270.00
Preliminary Subdivision	\$270.00+
for each new lot shown on preliminary plat	\$150.00
Final Subdivision Plat	\$220.00+
for each lot shown on final plat	\$50.00
Recreation fee for each newly created building lot	\$12,000.00
Steep Slope Application	\$250.00
Road Inspection and Common Driveway inspection	
(5% of estimated construction costs or actual cost of inspection, whichever is greater)	

**Submit a check for \$8,000 made payable to the Town of Pound Ridge to establish an escrow account to be used to compensate the Town Engineer and if needed, the Planning Board's counsel for their services during the review.** Any unused funds will be returned to the applicant. If the review costs exceed this amount, the applicant will be asked to replenish the escrow account.

#### **Submit a Short Environmental Assessment Form - 10 copies**

Utilize the DEC's EAF Mapper to automatically complete parts of the EAF & identify if there are potential environmental & cultural concerns on a site. [EAF Mapper \(ny.gov\)](http://EAFMapper.ny.gov)

Detailed Mapper Instructions: <https://gisservices.dec.ny.gov/EAFhelp>

**Review Plat with the Westchester County Health Department who approves any final subdivision plat. Particular attention should be paid to the area, grade & type of soil of proposed building sites & the proper amount of land area for adequate private water supply & sewage disposal facilities.**

#### **Plats shall include the following:**

- Scale no smaller than 1" equals 100'.
- An area map showing all adjacent roads and properties within 1000' and at a scale of 1" equals 400'.
- The name and address of the owner or owners of land to be subdivided, the name and address of the subdivider, if other than the owner.
- The names of all adjoining property owners and location of adjacent structures.
- The date of the plan.
- Indicate true North point.
- The required yard setbacks for the zoning district in which the subdivision is located.
- The location and approximate dimensions of all existing property lines. Include the entire area proposed to be subdivided and the remainder of the tract owned by the subdividing owner or land held in related ownership.
- The location and sizes of any existing water, storm drainage or other utility lines, structures and easements within and nearby the proposed subdivision along with the necessary drainage calculations.

- Identification of all Steep Slopes 25%-35% and those >35%.
- Stone walls and other historic features
- Water bodies, streams and other controlled areas as defined in the Town Wetlands Protection and Preservation Law (with the minimum activity setback separately delineated), State wetlands designated under the State Freshwater Wetlands Law
- Large trees and other unique vegetation that may influence the design of the subdivision
- Accurate topography at a contour interval of not more than 2 feet. The topographic data shall be accurately determined by field survey unless the Planning Board specifically waives this requirement or permits the substitution of topographic information obtained from other sources it finds to be satisfactory for the individual case.
- The approximate location, width and grade of all proposed roads and common driveways and of single driveways where required by the Board. Approximate elevations shall be shown at the beginning and end of each road, at road intersections, and at all points where there is a decided change in the slope or direction.
- Profiles for all proposed roads and common driveways and of single driveways where required by the Board. Cross-sections shall be provided when requested by the Board.
- The approximate location, dimensions and area of all proposed or existing lots, including the area of any controlled areas as defined in the Town Wetlands Protection and Preservation Law, or State Wetlands Designated under the State Freshwater Wetlands Law.
- The proposed location of houses, driveways and on-site water and sewage disposal systems.
- Horizontal circles as required in §113-37 Schedule of Bulk Regulations.
- Proposed fire protection, storm water drainage, road trees, road lighting fixtures, road signs and sidewalks.
- The location and dimensions of all property proposed to be set aside for park or recreational use.
- The title, name, address, signature and seal of the licensed engineer and/or surveyor preparing the plat and the date prepared, including revision dates, if any.

**AFFIDAVIT**  
**TO BE COMPLETED BY OWNER OTHER THAN CORPORATION**

STATE OF NEW YORK                    )  
COUNTY OF WESTCHESTER        )

ss.

\_\_\_\_\_, being duly sworn, deposes and says  
that he/she is (are) the owner(s) in fee of all the property shown on plat entitled

\_\_\_\_\_,  
application for approval of which is herein made. That deponent acquired title to the said premises by deed  
dated from

\_\_\_\_\_  
and recorded in the Office of the Clerk of the County of Westchester on \_\_\_\_\_, in Liber  
\_\_\_\_\_ of Conveyances at Page \_\_\_\_\_.

That the statements contained herein are true to the best of the deponent's knowledge and belief, and are made  
for the purposes of inducing the Planning Board of the Town of Pound Ridge to approve the application  
submitted.

Signed \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day

of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public

**CORPORATE ACKNOWLEDGEMENT**

STATE OF NEW YORK                    )  
COUNTY OF WESTCHESTER        )       ss.

On the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, before me personally came

\_\_\_\_\_

to me known, who being by me duly sworn, did depose and say that he/she resides at

\_\_\_\_\_ ; that he/she is the \_\_\_\_\_  
of

\_\_\_\_\_, the corporation described in and which executed the foregoing instrument; that he/she knows the seal of said corporation; that the seal affixed to said instrument is such corporation seal; that it was so affixed by order of the Board of Directors of said corporation, and that he/she signed his/her name thereto by like order.

\_\_\_\_\_  
Signature

**AFFIDAVIT**  
**TO BE COMPLETED BY CORPORATION OWNER**

STATE OF NEW YORK                    )  
COUNTY OF WESTCHESTER        )       ss.

\_\_\_\_\_, being duly sworn, deposes and says that he/she resides at \_\_\_\_\_, in the County of \_\_\_\_\_, State of \_\_\_\_\_, that he/she is the \_\_\_\_\_ (title) of \_\_\_\_\_ (Name of Corporation) which is the owner in fee of all property shown on plat entitled \_\_\_\_\_, application for approval of which is herein made. That said \_\_\_\_\_ (Name of Corporation) acquired title to the said premises by deed from \_\_\_\_\_ recorded in the Office of the Clerk of the County of \_\_\_\_\_ on \_\_\_\_\_, in Liber \_\_\_\_\_ of Conveyances at Page \_\_\_\_\_.

That the statements contained herein are true to the best of deponent's knowledge and belief, and are made for the purpose of inducing the Planning Board of the Town of Pound Ridge to approve the application submitted.

\_\_\_\_\_  
Signature

Sworn to before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

**OFFER OF CESSION**

To the Planning Board of the Town of Pound Ridge:

The undersigned, pursuant to Article 16, Section 278 of the Town law of the State of New York, does hereby make an offer of cession to the public of all streets, highways or parks shown on a certain map entitled:

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

\_\_\_\_\_ made by  
\_\_\_\_\_, Professional Engineer and Surveyor,  
dated

\_\_\_\_\_, which map has heretofore been submitted to the above-named Planning Board for its final approval.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**INDIVIDUAL ACKNOWLEDGMENT**

STATE OF NEW YORK                    )  
COUNTY OF WESTCHESTER        )                   ss.

On the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ before me personally came

\_\_\_\_\_ to me known to be the individual

described in and who executed the foregoing instrument, and acknowledged that he/she executed the same.

\_\_\_\_\_  
Notary Public