

FOR STAFF USE ONLY		
Project #:	LS #:	
LS Classification Type:	Minor	Major

**LAND SUBDIVISION APPLICATION**

**Part 1. Application Notes**

1. A subdivision is required to create two or more lots for development. This review is used to ensure that the proposed lots comply with the dimensional requirements of the zoning district where they are located and that all development standards, infrastructure requirements, and circulation systems required by the USDO and other applicable City codes are provided.
2. A subdivision is processed in two steps. The first step is a preliminary plat review. This is a technical review by staff to ensure that the proposed subdivision complies with all applicable requirements of the USDO, other applicable City codes, and applicable requirements of outside agencies.
3. The second step revises the preliminary plat into a final plat based on the comments received from staff. Upon a final plat approval, it becomes an official document that sets the legal description of the lots created, governs the layout and size of all on- and off-site infrastructure improvements, and records all private commitments for public improvements and land dedications.
4. A preliminary plat with four or fewer lots may be approved as a final plat if the Chief Planning Official determines that it complies with the applicable requirements of final plat.

*Note: A pre-application meeting is available upon request prior to submitting this application.*

**Part 2. Existing Property Information**

Existing Property Address(es):		
Tax Identification Number(s):		
Zoning District(s):		
Total Land Area	Acres:	Square Feet:

**Part 3. Proposed Subdivision Information**  
 (Attach additional sheets if necessary)

Subdivision Name:				
Lot No.	Proposed Address	Proposed Acreage	Feet of Road Frontage	Proposed Use
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

~~Road Frontages does not include  
 frontage on private driveways~~

## Part 4. Site Development Information

Indicate any known flood hazards areas, stream corridors, wetlands, steep slopes, rock foundations, natural areas, historical or archaeological sites to be affected:

Check one of the boxes below to indicate the status of proposed main water and sewer lines to be created:

- Applicant requests that the City of Albany accept ownership of the sewer mains and/or water lines
- Applicant retains private ownership of sewer mains and/or water lines
- Not applicable (Development does not include construction of sewer mains and/or water lines)

Check one of the boxes below to indicate the status of proposed roadways to be created:

- Applicant requests that the City of Albany accept ownership of the roadways
- Applicant retains private ownership of roadways
- Not applicable (Development does not include construction of roadways)

Check one of the following for any proposed open spaces or recreational areas that will be created:

- Applicant requests that the City of Albany accept ownership of the open space or recreation areas
- Applicant retains private ownership of the open space or recreation areas
- Not applicable (Development does not include construction of open space areas)

## Part 5. Submittal Requirement Checklist

	Required Documents	Hard Copies	Electronic Submission* (.pdf) (Required Document Name)
<b>A. Required for All Land Subdivision Applications</b>			
	Master Application Form	1	Master Application
	Land Subdivision Application	1	LS
	Owner's Consent Form	1	Owner Consent
<input type="checkbox"/>	Plat Map showing existing and proposed new lot lines on City standard title block, two (2) paper copies and one (1) Mylar copy, stamped by a NYS licensed engineering or land surveyor	3	Preliminary Plat Plat Map [YYYY]-[MM]-[DD]
Application fee [\$25 per lot created (County fees not included)] – payable to <i>Treasurer, City of Albany</i>			
<b>B. Required for Land Subdivisions &gt; 5 Acres</b>			
	Land Analysis Map	1	Land Analysis Map
<b>C. Voluntary or Upon Request</b>			
	Environmental Assessment Form as required by SEQR	1	Short or Full EAF
	Grading and Drainage Plans	1	Grading Drainage Plan
<input type="checkbox"/>	Drawing to scale showing existing conditions, with lot dimensions, existing buildings, site features, landscaping, and utility locations	1	Survey [YYYY]-[MM]-[DD]
<input type="checkbox"/>	Any additional information determined to be necessary by the Chief Planning Official	1	[Document Name]

\*Electronic document submissions shall be sent via email to [planning@albanyny.gov](mailto:planning@albanyny.gov), USB Flash Drive or by another medium approved by the City of Albany Planning Staff. CD and DVD submissions will no longer be accepted.

## Part 6. Project Surveyor Information

Company Name:	Surveyor Name:	License No:
Mailing Address:		
Email:	Phone No.	
Signature		Date