

Town of Sterling
1290 State Route 104A
Sterling, NY 13156
Joan Kelley, Supervisor

Planning Board
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<p style="text-align: center;">SUBDIVIDER CHECKLIST FOR SUBDIVISION REVIEW</p>

1. _____ Completed Application submitted, along with fee **and** completed Environmental Assessment Form (Part 1)
 - Fee \$100 for Minor (less than 4 parcels)
\$250 for Major (4 or more parcels or subdivision with new roads, or if the parcel has been previously subdivided within the last 5 years)
 - Deadline for submittals – 3rd Thursday of each month
 - **Please note: This process takes a minimum of 3 months to complete**

2. _____ Informal Sketch Plan Meeting with Planning Board (1st Monday of the month)
 - Please have a simple sketch of your proposed subdivision with you at this time
 - Be prepared to discuss all aspects of your proposed subdivision

3. _____ Preliminary meeting (usually for the following month)
 - Have 1 survey map with you that contains all the required elements as outlined in the Surveyors' Checklist

4. _____ Public Hearing (scheduled after preliminary approval)
 - Have 5 paper maps and 1 Mylar survey map signed and sealed by surveyor
 - Final approval fee of \$100/parcel for Major subdivisions

NOTES: