



## FINAL PLAT CHECKLIST FOR SUBDIVISIONS SHELTER ISLAND PLANNING BOARD

P.O. Box 970  
Shelter Island, NY 11964-0970  
631-749-0758 FAX 631-749-0728  
[jmontgomery@shelterislandtown.gov](mailto:jmontgomery@shelterislandtown.gov)

Please complete the application by typing or clearly printing information here as indicated. Provide ten copies of all application documents unless otherwise indicated. Please submit copies of this checklist with the application.

**Name of Project:** \_\_\_\_\_

Suffolk County Tax Map Number(s): 0700 - \_\_\_\_\_

0700 - \_\_\_\_\_

0700 - \_\_\_\_\_

MAJOR SUBDIVISION (5 building lots or more) \_\_\_\_\_ MINOR SUBDIVISION (4 building lots or less) \_\_\_\_\_  
Standard Subdivision \_\_\_\_\_ Planned Residential Development \_\_\_\_\_

### SUBMISSION REQUIREMENTS (unless previously submitted):

Date Accepted

- \_\_\_\_\_ 1. Application for Final Plat (ten copies).
- \_\_\_\_\_ 2. Application Fee and Engineering Review Fee and Deposit (see Fee Schedule).  
Note: If a road is required for this subdivisions, appropriate final road and drainage plans must be submitted.
- \_\_\_\_\_ 3. The FINAL PLAT, signed and approved by the Suffolk County Department of Health, plus ten (10) paper prints and additional prints needed for referral (see referral section below).
- \_\_\_\_\_ 4. The FINAL ROADWAY AND DRAINAGE PLANS (ten copies).
- \_\_\_\_\_ 5. Letters directed to the Planning Board and signed by a responsible official of PSEG-LI, Cablevision, the Water and Sewer Districts (if applicable), and the Fire District assuring that necessary services can be provided to the development, if applicable.
- \_\_\_\_\_ 6. Letters in appropriate cases directed to the Planning Board signed by a responsible official of the State Department of Transportation or the Suffolk County Department of Public Works or the Town of Shelter Island Superintendent of Highways approving proposed construction on state or county or town rights-of-way.
- \_\_\_\_\_ 7. Letter directed to the Planning Board signed by a responsible official of the school district in which the subdivision is to be located acknowledging receipt of the subdivision plans.
- \_\_\_\_\_ 8. Offers of dedication for all properties, including street rights-of-way, scenic easements, drainage easements, drainage structures, etc., to be conveyed to the Town of Shelter Island (all legal documents subject to review and approval of Planning Board Attorney; acceptance by the Town Board as needed).
- \_\_\_\_\_ 9. New York State Department of Environmental Conservation Permit, if applicable.

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**REFERRALS OF FINAL PLAT NEEDED:**


- 1. Planning Board (eight sets of all plans).
- 2. Planning Board Attorney (one set of all plans).
- 3. Planning Board Engineer (one set of all plans).
- 4. Fire District (one set of plats).
- 5. Town Superintendent of Highways (one set of all plans).
- 6. Suffolk County Planning Commission, if necessary (three sets of plats, one set of road plans).
- 7. School District (one set of plats)

**Name of person completing this application:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date completed:** \_\_\_\_\_



## FINAL PLAT APPLICATION FOR SUBDIVISIONS SHELTER ISLAND PLANNING BOARD

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1. Please complete the application by typing or clearly printing information where indicated.
2. An application fee is required with this application, plus a capital improvement engineering fee, if applicable.
3. Provide ten (10) copies of all documents, unless otherwise noted, in accordance with the Subdivision Checklist.

**Name of Project:** \_\_\_\_\_

Suffolk County Tax Map Number(s): 0700 - . - . - .

0700 - . - . - .

0700 - . - . - .

MAJOR SUBDIVISION (5 building lots or more) \_\_\_\_\_ MINOR SUBDIVISION (4 building lots or less) \_\_\_\_\_  
Standard Subdivision \_\_\_\_\_ Planned Residential Development \_\_\_\_\_

### ENCLOSED PLEASE FIND THE FOLLOWING:

- 1. The FINAL PLAT, signed and approved by the Suffolk County Department of Health Services, plus at least ten (10) paper prints.
- 2. FINAL ROAD AND DRAINAGE PLANS with street profiles (at least ten paper prints of each sheet of the final set of drawings).
- 3. Letters directed to the Planning Board and signed by a responsible official of PSEG-LI, Cablevision, the Water and Sewer Districts (if applicable), and the Fire District assuring that necessary services can be provided to the development, if applicable.
- 4. Letters from the State Department of Transportation or the Suffolk County Department of Public Works approving construction in either state or county rights-of-way
- 5. Letter directed to the Planning Board signed by a responsible official of the school district in which the subdivision is to be located acknowledging receipt of the subdivision plans.
- 6. Offers of dedication for all properties, including street rights-of-way, scenic easements, drainage easements, drainage structures, etc., to be conveyed to the Town of Shelter Island (all documents subject to review and approval of Planning Board Attorney; acceptance by the Town Board as needed).
- 7. Final Subdivision Application Fee (see Fee Schedule).
- 8. Final Engineering Review Fee and Deposit (see Fee Schedule). The fee will be calculated once the bond estimate is prepared.
- 9. New York State Department of Environmental Conservation Permit, if applicable.
- 10. An electronic (PDF) copy of all submissions which are full scale/size reproducible.

**FINAL PLAT APPLICATION FOR SUBDIVISIONS  
SHELTER ISLAND PLANNING BOARD**

**Land Owner:**

Name: \_\_\_\_\_

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

Home or Office Phone #: \_\_\_\_\_ Extension if applicable: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Is the applicant the landowner? Yes  No

**If the applicant is NOT the landowner, provide the Applicant's information:**

Name: \_\_\_\_\_

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

Home or Office Phone #: \_\_\_\_\_ Extension if applicable: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Owner or Applicant's Attorney, if any, for this project:**

Name: \_\_\_\_\_

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

Home or Office Phone #: \_\_\_\_\_ Extension if applicable: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Owner or Applicant's Engineer or Surveyor for this project:**

Name: \_\_\_\_\_

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

Home or Office Phone #: \_\_\_\_\_ Extension if applicable: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Name of contact person for questions relating to this project:**

Name: \_\_\_\_\_

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

Home or Office Phone #: \_\_\_\_\_ Extension if applicable: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Name of person completing this application:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date completed:** \_\_\_\_\_

**FINAL PLAT APPLICATION FOR SUBDIVISIONS  
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**SPECIAL SECTION FOR PLANNED RESIDENTIAL DEVELOPMENTS ONLY:**

CHECK HERE IF THIS SECTION APPLIES

Pursuant to the applicable provision of New York State Town Law and the Code of the Town of Shelter Island, the undersigned as the applicant or on behalf of the applicant for this subdivision application, hereby requests consideration as a Planned Residential Development (commonly called a "cluster" development).

**Name of person completing this application:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date completed:** \_\_\_\_\_