

Minor Subdivision Applicant Checklist

<p>Submit sketch plan — must be submitted 10 (ten) days prior to the Planning Board meeting in order to be on the agenda.</p>	
<p>Attend the Planning Board meeting to present the sketch plan.</p>	
<p>If sketch plan is approved, the applicant must provide the following prior to a public hearing being scheduled (must be submitted at least 21 days prior to the Planning Board meeting):</p>	
<p style="text-align: center;">Completed application</p>	
<p style="text-align: center;">5 stamped copies of 24x 36" survey</p>	
<p style="text-align: center;">Email* PDF of survey</p>	
<p style="text-align: center;">Email* legal description (as a text or Word document)</p>	
<p style="text-align: center;">Completed SEQRA form — part 1</p>	
<p><i>The public hearing notice will be published in the Niagara Gazette as well as provided to neighbors within 500 feet of applicant property. A copy will also go to the Town Engineer and Highway Superintendent.</i></p>	
<p>Attend the Planning Board/Public Hearing to present/answer any questions.</p>	
<p><i>If approved, the Planning Board will notify applicant in writing within 62 days. If approved with modifications, the applicant will be notified within writing within 5 (five) days along with the modifications that must be met prior to final approval. Please see the Subdivision Regulations for further details.</i></p>	

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