

TOWN OF OXFORD - TOWN HALL
PO Box 271, 20 Lafayette Park, Oxford NY 13830
Phone: 607-843-6222

Instructions for Minor Subdivision

The Town of Oxford Planning Board recommends that a copy of its “Subdivision Regulations” be purchased to help with the process of any subdivision application. (Please see the Oxford Town Clerk for Subdivision Applications and Regulations. Cost \$25.00 plus \$ 3.00 if mailed) or download from

First Meeting:

- A. Submit to the Oxford Town Clerk 4 copies of a sketch plan 10 days prior to the regular Planning Board meeting. Follow requirements of Section 400, page 15 of the “Subdivision Regulations” for sketch plan.

Second Meeting:

- A. Submit to the Oxford Town Clerk 04 copies of a Final Survey 10 days prior to the regular Planning Board meeting. Follow Section 401, pages 15 & 16 of the “Subdivision Regulations” for Final Survey.
- B. \$130.00 Minor Subdivision total cost = \$100.00 Minor Subdivision, plus \$30.00 for Public Notice in Norwich Evening Sun. Please make checks payable to: The Town of Oxford Clerk, at the time of Final Survey submission.

Please submit a SEQR, depending on scope of the project, Planning Board will advise applicant as to which type of SEQR will be required. Information regarding the SEQR process can be found via the link below.

- a. <https://www.dec.ny.gov/permits/357.html>
- C. **Note:** A Public Hearing shall be held by the Planning Board within 45 days of the time of the Subdivision Survey for approval. Said Hearing shall be advertised at least once in the Norwich Evening Sun at least 10 days prior to the Public Hearing date.
- D. If the project is located within 500 feet of a State Road, County Road, Municipal Boundary, etc., applicant will need to submit the project to the Chenango County 239 Review Committee for recommendations. Information regarding the 239 process can be found via the link below.
 - a. <http://www.co.chenango.ny.us/planning/planning-board/documents/Chenango%20County%20239%20Review%20Guide.pdf>

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Subdivision Application

Date: _____

Name			Day Phone		Night Phone
Address			Location of Property		Tax Map Number
City	State	Zip	Source Parcel (in Acres)	# Lots Created	Zoning District

Project Name (if any): _____

Description of Subdivision: _____

Other Pertinent Information: _____

Application Fee \$ _____ Date Paid: _____ Paid to: _____

Will Subdivision require construction of new roads? _____

Will Subdivision affect or change any stream, creek, etc.? _____ **COMMENTS:**

TO BE SUBMITTED WITH YOUR APPLICATION:

- Sketch Plan of your proposed Subdivision
- Environmental Assessment Form

PLEASE NOTE:

- Applicants are encouraged to obtain and become familiar with copies of the Subdivision Regulations and Zoning Ordinance from the Town Clerk.
- As required by New York State law applications may be reviewed by the Chenango County Planning Board and other agencies for their input and recommendations.
- Before final approval can be granted the Planning Board must conduct a public hearing, notice of which will be published in the official newspaper for the Town: you will be billed by the newspaper directly for publication of the notice.
- Applications must be made in the name of the parcel's current owner of record: if the true applicant is a prospective buyer the application can be made in the name of the owner of record, c/o the buyer's name and address.
- Applicants must submit 10 copies of the application form and all required attachments to the Town Clerk at least 10 days before the Planning Board meeting.