Subdivision Approval Checklist
Includes Sketch Plat, Final Subdivision Approval, Revised Final Subdivision Approval, and Re-approval of Final Subdivision Approval

_____ Narrative Summary

_____ Notification Form

_____ Copy of Final Application Sheet

_____ Affidavit of Ownership Form

_____ Owner’s Consent Affidavit

_____ 809 GML Affidavit (3 pages)

_____ List of neighbors within 500 feet of project address (list obtained at Assessor’s office)

_____ Health Department approval (if subdivision is more than four lots)

_____ Violation letter from Building Inspector
   (must get a violation search- Planning Board resolution of December 8, 1977)

_____ Engineer’s Cost Estimate

_____ 3 copies of Environmental Assessment Form (EAF)

_____ 3 copies of Drainage Study

_____ 16 Copies of Final Plat (map)

_____ Check payable to “Town of Ramapo”
To: Director of Planning & Zoning Administrator
Re: Application of

☐ Planning Board
☐ Zoning Board of Appeals
☐ Other

I wish that all correspondence, meeting notices, decisions, etc. from your office relative to the above application be sent to:

__________________________________________

__________________________________________

Telephone No. ____________________________
Fax No. ____________________________
Email Address ____________________________
Applicant's Signature ____________________________

NOTE TO APPLICANT: it will be the responsibility of the one person designated on this form to notify all interested parties (for example, attorney, architect, engineer, surveyor, applicant, etc.)
TOWN OF RAMAPO
PLANNING DEPARTMENT
237 ROUTE 59
SUFFERN, NEW YORK 10901
845-357-5100 EX. 269

☐ Sketch Plat  
☐ Preliminary Subdivision  
☐ Final Subdivision  
☐ Revised Final Subdivision

Date: ____________________________

1. Name of Subdivision ____________________________________________. 

2. Address of Subdivision __________________________ Phone No. ________________.

3. Name of Applicant __________________________ Fax No. ________________

Address __________________________
(Street Name & No.) (City) (State) (Zip Code)

4. Owner of Record __________________________ Phone No. ________________

Address __________________________ Fax No. ________________
(Street Name & No.) (City) (State) (Zip code)

5. Land Surveyor __________________________ Phone No. ________________

Address __________________________ Fax No. ________________
(Street Name & No.) (City) (State) (Zip code)

6. Attorney __________________________ Phone No. ________________

Address __________________________ Fax No. ________________
(Street Name & No.) (City) (State) (Zip code)

7. Subdivision location: On the ________ side of __________________________

__________________ feet ____________________ of __________________________

direction)

8. Postal Delivery Area __________________________ School District

9. Total Acreage __________________________ Zone __________________________ Number of Lots ______

10. Tax Map Designation: Section ________________ Block ________________ Lot(s) ________________

11. Date of Sketch Plat Approval __________________________

12. Date of Preliminary Plat Approval __________________________

PB Form No.3
8/5/77
Rev. 8/25/09
13. Have any changes been made since this plat was last before the Board?

14. Has the Zoning Board of Appeals granted any variance or special permit concerning this property? ______________ If so, list case no. & Name ______________

15. List all contiguous holding in the same ownership (as defined in the Ramapo Zoning Ordinance).

Section(s) __________________________ Block __________________ Lot(s) __________________________

Attached hereto is a narrative summary prepared by the applicant's design professional stating the nature of the use; compliance with the Zoning Law; compliance with Site Development Plan Rules and Regulations: any requested waiver or modification.

At the time of any additional submissions, a similar narrative summary shall be submitted indicating how the revised submission has been modified to comply with the Planning Board resolution and/or Community Design Review Committee Report, or the rationale for deviation from compliance.

Attached hereto is an affidavit of ownership indicating the dates the respective holdings of land were acquired, together with the liber and page of each conveyance into the present owner as recorded in the Rockland county Clerk's Office. This affidavit shall indicate the legal owner of the property, the contract owner of the property and the date the contract of sale was executed.

IN THE EVENT OF CORPORATE OWNERSHIP: A list of all directors, officers and stockholders of each corporation owning more than five (5%) of any class of stock must be attached.

STATE OF NEW YORK )
COUNTY OF ROCKLAND : SS.:
TOWN OF RAMAPO

______________________________, hereby depose and say that all the above statements and the statements contained in the papers submitted herewith are true.

Mailing address __________________________

____________________________________

Affirmed to before me this

____ Day of ______ 20_ 

____________________________________
Notary Public
STATE OF NEW YORK )
COUNTY OF ROCKLAND ) SS.:
TOWN OF RAMAPO )

being duly sworn, hereby depose and say that I reside at:


I am the * ________________________________ owner

in fee simple of premises located at ___________________________

described in a certain deed of said premises recorded in the Rockland
County Clerk's Office in Liber ______ of conveyances, page _____

Said premises have been in my/its possession since 19 ____. Said
premises are also known and designated on the Town of Ramapo Tax Map
as section ____ lot (s) ____________________________.


Sworn to before me this
_____ day of ______________

Notary Public

* If owner is a corporation, fill in the office held by deponent and
name of corporation, and provide a list of all directors, officers
and stockholders owning more than 5% of any class of stock.

** If corporate officer indicate position.
Planning Board

OWNER'S CONSENT AFFIDAVIT

1. Name of Project ________________________________

2. Name of fee owner _______________________________ Phone __________________
   Address __________________________________________
   (Street No. & Name) (City) (State) (Zip Code)

3. Name of Applicant _______________________________ Phone __________________
   Address __________________________________________
   (Street No. & Name) (City) (State) (Zip Code)

State of New York,
County of Rockland, ss:
Town of Ramapo

...................................................................................... being duly sworn, deposes and says that
he resides at .............................................................................. in the County of ..............................................
in the State of .............................................................................. that he is the owner in fee of all
that certain lot, piece or parcel of land situated, lying and being in the Town of Ramapo aforesaid and designated as
Lot No. ....... in Section No. .................................................. of the Ramapo Tax Map and that he hereby authorizes
the within application in his behalf and that the statements of fact contained in said application are true, and agrees to
be bound by the determination of the Board.

Sworn to before me this

.......day of .................20......

..................................................

Notary Public
County of Rockland

Owner..................................................

Mail Address ..................................................

..................................................

PR Form -11 (1-78)
AFFIDAVIT PURSUANT TO SECTION 809 OF THE GENERAL MUNICIPAL LAW

Town of Ramapo
Ramapo Town Hall
237 Route 59
Suffern, New York 10901
(914-357-5100)

STATE OF NEW YORK
COUNTY OF ROCKLAND ) SS:
TOWN OF RAMAPO )

1. ____________________________________________________________

being duly sworn, hereby depose and say that all the following statements and the statements contained in the papers submitted herewith are true and that the nature and extent of any interest set forth are disclosed to the extent that they are known to the applicant.

1. Print or type full name and Post Office Address ____________________________________________________________

________________________________________________________

________________________________________________________

certifies that he is the owner or agent of all that certain lot, piece or parcel of land and/or building described in this application and if not the owner that he has been duly and properly authorized to make in connection with this application for the relief below set forth:

2. To the *****(Board, Commission or Agency)********
Town of Ramapo, New York:

Application, petition or request is hereby submitted for

Variance or modification from the requirement of Section ________________________________________________

( ) Special Permit per the requirements of Section ________________________________________________

( ) Review and approval of proposed subdivision plat;

( ) Exemption from a plat or official map;

( ) An order to issue a Certificate, Permit, or License;

( ) An amendment to the Zoning Ordinance or Maps or change thereof;

( ) Other (explain) ________________________________________________________________

( ) to permit the construction, maintenance and use of ________________________________________________

________________________________________________________

________________________________________________________
3. Premises affected are in a (zone) and from the Ramapo Tax Map the property is known as Section______ Lot_______

4. There is no state officer, Rockland County Officer or employee or Town of Ramapo officer or employee nor his or her spouse, brother, sister, parent, child, or grandchild, or a spouse of any of these relatives who is the applicant or who has an interest in the person, partnership or association making this application, petition or request, or is an officer, director, partner or employee of the applicant, or that such officer or employee, if this applicant is a corporation, legally or beneficially owns or controls any stock of the applicant in excess of 5% of the total of the corporation if its stock is listed on the New York or American Stock Exchanges; or is a member or partner of the applicant, if the applicant is an association or a partnership; nor that such Town officer or employee nor any member of his family in any of the foregoing classes is a party to an agreement with the applicant, express or implied, whereby such officer or employee may receive any payment or other benefit, whether or not for services rendered, which is dependent or contingent upon the favorable approval of this application, petition or request.

5. That to the extent that the same is known to your applicant, and to the owner of the subject premises there is disclosed herewith the interest of the following officer or employee of the State of New York or the County of Rockland or of the Town of Ramapo in the petition, request or application or in the property or subject matter to which it relates: (if none, so state)

a. Name and Address of officer or employee

b. Nature of interest

c. If stockholder, number of shares

d. If officer or partner, nature of office and name of partnership

e. If a spouse or brother, sister, parent, child, grandchild or the spouse of any of these blood relatives of such State, County or Town of Ramapo officer or employee, state name and address of such relative and nature of relationship to officer and employee and nature and extent of office, interest or participation in the ownership or any person, partnership or association having an interest in such ownership or in any business entity sharing in such ownership.
STATE OF NEW YORK
COUNTY OF ROCKLAND SS.:

____________________________ being duly sworn deposes and says that they are the applicant, agent or attorney for the applicant, in the matter of the petition before the Town of Ramapo Planning Board affecting property located at

____________________________________________________,

Town of Ramapo, Rockland County, New York.

The following are all of the owners of property within 500 feet from the premises as to which this appeal is being taken:

Please attach the list you receive from the accessor’s office:

Affirmed to before me this:

___________ Day of _________________________________

Notary Public: _________________________________

________________________________________

Petitioner’s signature