

Land Division Procedure for Black Brook Township

Certified Survey Map (CSM) and Minor Subdivisions

1. Submit copy of preliminary CSM or map to Town Board for notification of intent to subdivide property.
2. Town Board will review and provide any comments. Town Board/Chairman may request Property Owner or authorized representative to be present to discuss. Subdivider to receive the CSM checklist and address all items.
3. Board will forward to Town Planning Commission for review and comments.
4. If Board and planning commission concerns have been addressed, Planning Commission will recommend to Board for approval. Town Planning Commission can recommend approval with contingencies. These contingencies must be addressed before submitting final CSM to Board.
5. Final CSM submitted to Town Board for approval.

Major Subdivision

1. Subdivider or agent to provide a concept plan of proposed subdivision to Town Board for review and notification of intent to provide a major subdivision.
2. Town Board will review and provide comments. Subdivider or authorized agent must be present to address questions and comments. The Town Board may require a site visit by Town Board Supervisor, Planning Commission Member, or designated consultant. Subdivider to receive a copy of the preliminary plat checklist.
3. Board will forward concept plan to planning commission. Subdivider shall file a preliminary plat with the Planning Commission. Planning Commission to review and provide questions or comments to the Subdivider.
4. If all Board and Planning Commission comments and questions have been addressed, Subdivider can begin Final Plat. All construction plans and specifications, proposed Developers Agreement, any permits from other governing agencies, stormwater calculations, soil tests, or other pertinent information must be submitted to Town Board or Planning Commission for consultants review (Engineer and Attorney) as a part of the plat review process.
5. At the time the Subdivider is ready to submit the final plat to the State for approval and recording, a copy of the plat must be submitted to the Town Planning Commission for final review and comments.
6. Planning Commission will make recommendation to Town Board for approval of the final plat. Prior to Town Board approval of final plat, Subdivider shall have addressed all comments from planning commission and Town Engineer and Attorney regarding Construction Documents, Developer's Agreement, permits, stormwater calculations, soil tests, or other pertinent information.
7. Final Plat submitted to Town Board for approval.

Note: All submittals must be sent to Town Clerk or Planning Commission Chairman the Friday before the next scheduled meeting. Town Planning Commission meetings are typically the second Tuesday of each Month, and the Town Board meetings are the following week on Thursday (9 days after the planning commission)