

Subdivision Process Summary

Each application to the Southold Town Planning Board for approval of a subdivision of land shall be submitted and reviewed in the following stages, except as indicated:

1. Pre-submission Conference with Planning staff
2. Sketch Plan Review
3. Preliminary Plat Review (standard subdivisions only)
4. Final Plat Review

*****Important*****

Site work may not begin prior to Planning Board final approval

(pursuant to §240-6 C. No construction, improvement, grading or clearing of land or other disturbance of existing conditions shall be commenced or undertaken on land for which an application has been filed pursuant to this chapter until final approval of the application has been granted, except as expressly provided herein.)

1. Pre-submission Conference

Applicant schedules a meeting with Planning Department staff prior to submitting the subdivision application. This step can save time and money by reviewing the basic concepts and subdivision requirements prior to completing the required maps.

- a. Please note – it is at this stage that the applicant should be investigating whether they have sufficient water quality on site (either through test wells or public water) to satisfy the Suffolk County Department of Health requirements.

2. Sketch Plan Review

- a. Submit Sketch Plan Application
- b. Review yield map
- c. Review ERSAP
- d. Review subdivision design.
- e. Refer to Town Engineer, Highway (Town, State or County as applicable) and Trustees (if applicable) for initial review if needed.
- f. Planning Board considers comments from agencies and Planning staff:
 - i. If plans meet the code, but needs some design edits, grant Conditional Sketch, with conditions including any changes recommended; or
 - ii. If plans do not meet the code, instruct applicant to make any necessary changes to the plans prior to Conditional Sketch Approval.
- g. Sketch Plan Approval – by resolution at a Public Meeting (held monthly).
- h. Please note – Sketch plans are subject to extensive review during the Preliminary Plat stage, and changes to the Sketch Plan can be expected.

3. Preliminary Plat Review

- a. This step for STANDARD SUBDIVISIONS ONLY.
- b. Conservation Subdivisions skip this step entirely and go to Final Plat Review.
- c. Submit Preliminary Plat Application (including any conditions in the Sketch Plan Approval)
- d. Review Preliminary Plat Application including
 - i. Lot design
 - ii. Road & Drainage Plans
- e. Upon accepting the Preliminary Plat Application, the Planning Board initiates SEQRA and the Lead Agency process for coordinated review (or designates the action for an uncoordinated review if warranted), and refers the application out both for SEQRA coordination and other comments from interested and involved agencies.
 - i. Town Engineer
 - ii. Fire Department
 - iii. Highway Department (Town, State, or County as applicable)
 - iv. Suffolk County Department of Health Services
 - v. Suffolk County Water Authority
 - vi. NYS Office of Parks, Recreation and Historic Preservation (for archeological significance)
 - vii. Local Waterfront Revitalization Program (LWRP) Coordinator
 - viii. Suffolk County Planning Commission
- f. SEQRA determination
- g. Preliminary Plat public hearing
- h. Applicant to incorporate any changes required by the Planning Board as a result of the public hearing and/or Planning Board review.
- i. Conditional Preliminary Plat Approval – by resolution at a subsequent Planning Board Public Meeting (held monthly)

4. Final Plat Review

- a. Submit Final Plat Application
 - i. SC Health Dept approval stamp required
 - ii. Letter of water availability or valid water contract with the Suffolk County Water Authority
 - iii. Draft Declaration of Covenants and Restrictions
 - iv. Draft Homeowners Association agreement and/or Road and Maintenance agreement
 - v. Draft Conservation Easement for the Open Space (if applicable)
 - vi. Bond estimate accepted by the Town Board
 - vii. Bond administration fee paid (6% of the bond estimate)
 - viii. Park & Playground fee paid
 - ix. Letter of non-jurisdiction or wetland permit, if applicable, from NYS Department of Environmental Conservation (NYSDEC)
 - x. Curb cut permits (Town Highway Department, Department of Transportation, Department of Public Works).
- b. Final Plat public hearing

Final Plat Review (continued)

- c. Applicant to incorporate any changes required by the Planning Board as a result of the public hearing and/or Planning Board review.
- d. Conditional Final Plat Approval - Resolution at subsequent Planning Board Public Meeting (held monthly)
- e. Maps will be signed by the Planning Board Chair upon submission of five paper and two mylar maps with Health Department approval stamps, and upon filing of the Covenants and Restrictions, Homeowners Agreement, and Conservation Easement.

Construction and Inspection of Improvements

1. All bonded improvements shall be inspected by the Town Engineering Office and Superintendent of Highways.
2. Provide to the Town Engineering Office and Superintendent of Highways the following:
 - a. A schedule of construction at least 48 hours prior to beginning any site work.
 - b. Written notification five days prior to completion of each phase of construction
3. See §240-36 Inspection of improvements for details

Monuments.

1. Property boundary monuments made of concrete are required for the following:
 - a. To mark the outside boundaries of the property that was subdivided; and
 - b. To mark the street intersections
2. Property boundary markers of metal rod or pipe to mark the boundaries of each lot.
3. See §240-41. Mapping of completed improvements; monuments for more details.