

Minor Subdivision Applicant Checklist <i>Please see the Subdivision Regulations for specific/complete information Chapter 165 - The Code of the Town of Porter (https://ecode360.com/16125962).</i>	
Submit a complete Application (Request for Board Action form) – to the Coordinator (Code Enforcement officer) + Fee (\$150) – download here: https://www.townofporter.net/sites/g/files/vyhli1101/f/uploads/request_for_board_action-f_v02.pdf	
Submit Sketch Plan – must be submitted 10 (ten) days prior to Planning Board meeting – to be added to the agenda. Typically, with the application.	
Attend the Planning Board meeting to present the Sketch Plan	
<i>If the Sketch Plan is approved, the applicant must provide the following prior to scheduling the Public Hearing (must be submitted at least 21 days prior to the next regular Planning Board meeting):</i>	
<ul style="list-style-type: none"> Hire a Surveyor to provide a Final Plat & Legal Descriptions (for each proposed parcel), as per approved Sketch Plan. Work shall be performed by a NYS licensed surveyor. List of local Surveyors – download here: https://www.townofporter.net/node/37/files 	
<ul style="list-style-type: none"> Provide 7 (seven) Final Plat copies (paper) on 24" x 36" size paper plus 2 (two) Mylar copies of same; wet signed and stamped. (Town requires a Mylar + 5 copies, County requires a Mylar + 2 copies) 	
<ul style="list-style-type: none"> Provide Electronic "PDF" copy of Final Plat; emailed to p.jeffery@townofporter.net 	
<ul style="list-style-type: none"> Provide Electronic "PDF" copy of Legal Descriptions; emailed to p.jeffery@townofporter.net (for each parcel of approved Sketch) 	
Attend the Planning Board/Public Hearing and Determination meetings - to answer any questions; Planning Board will not, normally, take action without the applicant's attendance.	
If approved the Planning Board will notify applicant in writing . If approved with modifications, the applicant will be notified in writing within 5 (five) days along with the modifications that must be met prior to Final Approval.	
The Subdivision must be Recorded at Niagara County Clerk's office , within 62 days, refer to Niagara County's Guide (https://www.niagaracounty.com/Portals/0/Subdivision%20Map%202020.pdf);	
<ul style="list-style-type: none"> A copy of the certification from the County Clerk on the filing shall be submitted to the Town within 90 days of filing with the County Clerk. Failure to submit this certification will render the approval null and void and the application shall require re-filing. 	
<ul style="list-style-type: none"> A copy of the approved final plat shall be submitted to the Town in digital format that is compatible with the Town's computer system (PDF). 	
<ul style="list-style-type: none"> The Town takes no responsibility for and does not recognize any plat map filed with the County Clerk's office that lacks the signature of the Planning Board Chairperson. 	
A Deed must be recorded at Niagara County for each parcel created in the subdivision process refer to: https://www.niagaracounty.com/Departments/County-Clerk/Deeds	
For Questions feel free to contact: Planning Board Coordinator /Code Enforcement Officer Peter T. Jeffery (716)745-3730 x7, or email p.jeffery@townofporter.net or Planning Board Clerk Amy Freiermuth via email at PlanningBoard@gmail.com	

Project/Applicant name: _____

Project address: _____

Project Tax I.D. no: _____