

# TOWN OF RUTLAND

28411 NYS Route 126  
Black River, New York 13612  
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## PLANNING BOARD

Leo Gozalkowski  
Don Crabb  
William Ebersbach  
Linda Gregory

Laurence Cooke  
Chairman  
Liz Berghorn  
Clerk

**December 1, 2005**

**All applicants are encouraged to schedule a sketch plan conference with the Planning Board to assist the subdivider in the planning and preparation of the plan to save both time and money for both the subdivider and the Planning Board.**

**Effective January 1, 2006, before an application for subdivision can be received and considered by the Planning Board, it must be complete with all the necessary documents attached. This includes payment of all applicable fees, submission of the subdivision plat or survey by a licensed surveyor. One copy of the plat/ survey must be a Mylar for filing with the County. This Mylar must be at least 17" x 22" and no larger than 24" x 36". This Mylar must have the proper certification of a licensed surveyor. We must also have at least four (4) paper copies of the plat/survey.**

**Public hearings will NOT be scheduled until the application is complete with SEQR application, plat/survey and all other required documents.**

**Subdivisions of five (5) or more parcels which are five (5) acres or less must have NYS Health Department approval endorsed on the plat/survey for water supply and sewage disposal.**

**Plat/survey must be filed with the County Clerk within 60 days of approval and must have attached thereto a certificate of the County Treasurer that all taxes on the property have been paid.**

(Reference: Subdivision Map Requirements, Jefferson County issued 11/30/05.)