

# TOWN OF HAMDEN PLANNING BOARD

## Letter of Representation

Date: \_\_\_\_\_

Chairperson, Town of Hamden Planning Board:

\_\_\_\_\_ is acting on my behalf  
as my agent in this project in the Town of Hamden. I am fully aware of the project and in  
agreement with it.

\_\_\_\_\_  
(Landowner/Applicant)

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FOR NOTARY PUBLIC

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

Signature of Landowner or Applicant \_\_\_\_\_ Date \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My Commission Expires:

\_\_\_\_\_  
Notary Public

## Hamden Town Planning Board

### CHECKLIST FOR SIMPLE SUBDIVISION REVIEW

A simple division splits a parcel into three (3) or fewer lots where all lots front on an existing public road and where each lot can be shown to meet applicable standards for individual water supply and sewage disposal.

#### 1. Sketch Plan Submission

Landowner (or applicant) submits three (3) copies of Sketch plan and one (1) copy of the Application for Simple Subdivision to the Secretary of the Planning Board at least 10 days prior to the regular meeting of the Board. Landowner must attend this meeting to discuss the requirements of Subdivision Regulations as they pertain to the proposed action. The Sketch Plan must be based on tax map information or some other similarly accurate base map. The entire tract must be shown on one sheet and show the following:

- a) Name of owner, name of the professional person(s) responsible for the subdivision design, and the names of all owners of the property adjoining the proposed subdivision and directly across any abutting road.
- b) The proposed subdivision name, tax map sheet, block and lot numbers, scale, north arrow and acreage involved.
- c) The proposed pattern and approximate dimensions and area of lot(s), existing road layout, proposed surface water drainage, sewage and water supply within the subdivision area.
- d) All existing restrictions on the use of land including easements and covenants.
- e) Location of soils tests.

Other needed information includes:

- a) Percolation tests and soil profile analyses must be performed on each newly created lot.
- b) The applicant must obtain the appropriate driveway access permit depending on whether a lot will access a Town, County or State road. A copy of the applicable permit must be submitted to the Planning Board and the position of the driveway(s) must be noted on the plat, if known.

**A survey of the lot(s) being created is strongly recommended, but not required.**

#### 2. Sketch Plan Review

The Planning Board will review the information supplied. If the application is satisfactory, the Board can act upon it when submitted. If additional information is required, the Board will table the proposal, request the appropriate information and finish the review at a subsequent meeting. **Review Fee: \$20**

#### 3. Filing

Upon approval and endorsement by the Board, the landowner must take a copy of the signed application, endorsed map, and legally drawn deed(s) to the Delaware County Clerk in Delhi. A copy of the endorsed map must also be taken to the Real Property Tax Office in Delhi.

**These items must be filed within sixty-two (62) days of the Planning Board endorsement or the application is void.** If the application is not filed in time, it must go before the Planning Board again!

Note: The information on this checklist is to be used for reference only. Consult the Town of Hamden Subdivision Regulations for the exact requirements and procedures.