

SUBDIVISION INSTRUCTIONS
TOWN OF GREENVILLE PLANNING BOARD

BEFORE ATTENDING FIRST PLANNING BOARD MEETING

- Fill out application, pay filing fee and file with Planning Board Secretary.
- Review the Subdivision Law and the Checklist.
- Become familiarized with potential issues and how to address them.
- Complete Part 1 of the EAF

AT FIRST PLANNING BOARD MEETING

- Attend next scheduled Planning Board meeting with sketch or survey.
- Be prepared to answer questions concerning potential issues from Checklist.
- If all issues are addressed, a Public Hearing will be scheduled for the next Planning Board meeting.
- Obtain the form letter from the Planning Board Secretary and the Assessor's name to obtain list of adjoining landowners.

BEFORE PUBLIC HEARING

- Obtain list of adjoining landowners from Assessor's Office.
- At least ten (10) days before the public hearing you **MUST** send a letter **BY CERTIFIED MAIL – RETURN RECEIPT REQUESTED** to all adjoining landowners notifying them of the hearing.

AT THE PUBLIC HEARING

- Bring any other documentation the Planning Board previously requested.
- Bring six copies of final survey and mylar (this is not required to complete the public hearing, but the application process will be streamlined and delays should be eliminated).
- Be prepared to answer questions from the public and the Board.

AFTER THE PUBLIC HEARING

- ***FILE THE APPROVED AND STAMPED MAP WITH THE COUNTY CLERK WITHIN 30 DAYS!***