

Town of Verona Planning Board

6600 Germany Rd.

Durhamville, NY 13054

Phone: (315) 363-6799

Subdivision definition: The division of a single parcel into two or more parcels.

Subdivision Guidelines

The owner must appear before the Planning Board with a completed application which, at a minimum, will include the application cover sheet, a Zoning and Subdivision Referral Form, an Environmental Assessment Form (EAF), and up to 7 copies of an updated survey. The survey will need to include proposed or existing driveways for all lots. If the parcel in question is located within 500 feet of a certified Agricultural District, an Agricultural Data Statement will need to be completed as well.

The Planning Board will review the application. Depending on the scope of the subdivision, additional documentation may be required. After reviewing the application, preliminary approval will be given or denied.

If preliminary approval is granted, a public hearing will be scheduled for the following month. A public hearing must be held before final approval for any subdivision can be given. The applicant will have 7 days after preliminary approval is granted to pay the fee for the subdivision to the Town Clerk; the Planning Board is not allowed to accept payment of fees. If the fee is not paid within 7 days, the public hearing will be cancelled.

At the public hearing the Planning Board will hear any and all comments from interested parties pertaining to the subdivision. After all parties have been heard and the public hearing is closed, the board will discuss the proposal, making any suggestions or conditions that they feel necessary for final approval. The board may choose to act on the subdivision immediately or they can table the decision if additional time or information is needed to review the application. The board must render a final decision within 60 days of the public hearing.

The Town of Verona Planning Board enthusiastically endorses development within the town. Our state, county, and federal agencies impose standards which we must adhere to by law. The residents of our town, our neighbors, expect us to uphold conditions that make Verona a nice place to live. The Board at times has been criticized for taking too long to obtain the required reviews and approvals. We recognize the construction season is short and unanticipated delays

can cause problems. We hope that these guidelines prepare the applicant for what will be required to obtain a timely decision from the board. The full board is available for advice and informal discussion at our regularly scheduled meetings which are held the 2nd Monday of each month at 7PM.

In addition, feel free to contact me at any time of the month. I am more than happy to assist any applicant to make sure that you will have all of the documents needed by the board so a timely decision can be reached.

Tom Urtz

Chairman – Verona Planning Board

363-4043