

TOWN OF CLAY

APPLICATION FOR PRELIMINARY PLAT APPROVAL

INSTRUCTIONS:

1. A pre-preliminary conference with the Planning Board prior to submission of the application is usually helpful in expediting the approval process. Arrange through the Commissioner of Planning and Development.
2. File the **ORIGINAL** and **TWO (2) COPIES** of this application together with legal description(s) and other supporting documents (be sure to include **three (3) copies** of the appropriate Environmental Assessment Form), with the Commissioner of Planning and Development.
3. Attach executed **DISCLOSURE AFFIDAVIT** to each copy of the application.
4. Provide the following drawings:
 - (a) **Six (6) copies** of the Preliminary Plat (and **three (3) copies** of the Preliminary Street Profiles, if applicable). These drawings shall conform to the requirements of the Town of Clay Subdivision Regulations and shall be clearly marked "Preliminary Plat" and "Preliminary Street Profiles."
 - (b) **Two (2) copies** of a Topographic Survey of the total development using U.S.G.S. Datum.
 - (c) **Three (3) copies** each of a Boundary Survey and a Legal Description of the total development.
5. Attach a check for _____ application fee made payable to the "Town of Clay." Additional processing fees will be required for Planned Unit Developments. A separate \$200 fee will be required for each Final Plat application.
6. Provide **seven (7) copies** of the Preliminary Plat for Board Members the night of the Public Hearing.
 - An electronic copy (pdf) of the final plan (disk or email) must be submitted.
7. If the owner does not sign the application, you must submit a letter from the owner(s) agreeing to and joining the application.

NOTE: ALL SURVEYS, MAPS, ETC., THAT ARE SUBMITTED MUST BE FOLDED TO 8 ½" x 14" MAXIMUM (except any copies provided the night of the public hearing).