

SUBDIVISION DIRECTIONS
TOWN OF GREENVILLE PLANNING BOARD

BEFORE ATTENDING FIRST PLANNING BOARD MEETING:

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

AT FIRST PLANNING BOARD MEETING

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

BEFORE PUBLIC HEARING

- 9 Obtain list of adjoining land owners from Assessor's Office.
- 10 At least ten (10) days before the public hearing you **MUST** send a letter to all adjoining land owners notifying them of the hearing.

AT THE PUBLIC HEARING

- 1 Bring any other documentation the Planning Board previously requested.
- 2 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).
- 3 Be prepared to answer questions from the public and the Board.

AFTER THE PUBLIC HEARING

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