



**MINOR SUBDIVISION APPLICATION PROCEDURE**  
***Town of Cambria Planning Board***

**FEE: \$150.00**

1. Fill out application page and sign it.
2. Complete the Agricultural Data Statement page and sign it.
3. Complete only the front page of the Short Environmental Assessment Form and sign it.
4. Submit application and all applicable maps, drawings, plots, surveys, easements, affidavits, licenses, contracts, and other information which characterizes the application and property.
5. To obtain action, submit application and applicable fee to the Building Department Office, **by the last business day of the month**, to be placed on the agenda of the next Planning Board meeting.
6. Applicant and/or Owner must attend each Public Planning Board Meeting and Site Inspection to obtain any action toward approval of the plan.
7. Applicant and Owner must agree to Planning Board conditions or no approval will exist.
8. Questions should be directed to Jim McCann, Building Inspector / Code Enforcement Officer at the Town Hall. OFFICE HOURS - MONDAY/ WEDNESDAY/ THURSDAY 8:00 AM TO 3:00 PM

***REVIEW OF APPLICATION AND PROCEDURES WITH ZONING OFFICER  
PRIOR TO COMPLETING AND SUBMITTING THIS FORM IS STRONGLY  
RECOMMENDED***