

Submit Completed Form, Fee, and one (1) complete digital drawing set to  
[planning@bedfordny.gov](mailto:planning@bedfordny.gov) and three (3) hard copies to the Planning Department  
at 425 Cherry Street, Bedford Hills, NY 10507

Check whether this application is for Preliminary or Final Subdivision or Both:  
Preliminary [ ] Final [ ] Both [ ]

**NAME OF OWNER:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**PRIMARY CONTACT NAME:** \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**APPLICANT/DESIGN PROFESSIONAL:** (circle one: NYS Licensed Architect, Engineer, Land Surveyor, Landscape Architect):  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROJECT IDENTIFICATION:**

Address: \_\_\_\_\_

[Tax Map Designation](#)

|               |             |              |
|---------------|-------------|--------------|
| Section _____ | Block _____ | Lot(s) _____ |
| Section _____ | Block _____ | Lot(s) _____ |
| Section _____ | Block _____ | Lot(s) _____ |

[Zoning District](#) [circle district(s)]:

|      |      |      |        |        |    |      |         |    |
|------|------|------|--------|--------|----|------|---------|----|
| R-4A | R-2A | R-1A | R-1/2A | R-1/4A | TF | VA   | MF      | EL |
| CB   | NB   | RB   | LI     | PB-O   |    | PB-R | PB-O(K) |    |

Total area of property: (acres): \_\_\_\_\_ (sq. ft.): \_\_\_\_\_

Number of Existing Lots: \_\_\_\_\_ Number of Proposed Lots: \_\_\_\_\_

Subdivision Name or Title, if applicable: \_\_\_\_\_

Structures exist on the: Existing Lot [ ] Proposed Lot [ ]

Structures are proposed for the: Existing Lot [ ] Proposed Lot [ ]

Type of Proposed Structure: Single-Family [ ] Multi-Family [ ]

Commercial [ ] Accessory [ ]

Description of proposed subdivision per [Town Code §107-40](#):

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**PROPERTY DESCRIPTION & RELATED INFORMATION:**

Within 500 feet of the Bedford Town property boundary? Yes ☐ No ☐

Within 500 feet of: (1) any right-of-way of any existing or proposed state or county road; (2) boundary of an existing/proposed state/county park; (3) a state/county recreation area; (4) boundary of state-/county-owned land on which a public building/institution is located; (5) an existing or proposed county drainage line; or (6) the boundary of a farm located in an agricultural district?

Yes ☐ No ☐ Number Selected Above: \_\_\_\_\_

Proposed as a conservation subdivision per Town Code [§107-49](#)? Yes ☐ No ☐

Within a designated Historic District: [Bedford Village Historic District](#) Yes ☐ No ☐

[Katonah Historic District](#) Yes ☐ No ☐

Property is listed on the [HBPC Historic Properties List](#): Tier I ☐ or Tier II ☐

Property is within a Wetland: [State/Federal](#) ☐ and/or [Local](#) ☐

Project will disturb [steep slopes](#) greater than a grade of 25%? Yes ☐ No ☐

Will the project result in 5,000 S.F. or more of land disturbance? Yes ☐ No ☐

*Note: If project is phased, include all phases in determination.*

**PROJECT APPROVAL/PERMITTING INFORMATION:**

Check below all required permits or approvals required from the Town of Bedford:

- ☐ Wetlands Permit – select Administrative ☐ or Full ☐
- ☐ Stormwater/SWPPP Approval
- ☐ Special Use Permit
- ☐ Area or Use Variance
- ☐ Historic District/Commission Approval
- ☐ Site Plan Approval
- ☐ Other: \_\_\_\_\_

List all other State, County, or Federal permits or approvals required for this project:

- ☐ Westchester County Department of Health
- ☐ NYC DEP
- ☐ NYS DEC
- ☐ SHPO
- ☐ Other: \_\_\_\_\_

**MINIMUM REQUIRED INFORMATION FOR SUBDIVISIONS:**

|                                 |                                                                                                                                                                                                                |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Complete Submission Set         | 1 digital copy and 3 submission sets of information listed below.                                                                                                                                              |
| Application Form                | Must be signed by the owner of the property affected by this application and by the applicant, if other than the owner.                                                                                        |
| Application Fee                 | Preliminary: \$750 plus \$150 for each new lot created<br>Final: \$1000 plus \$150 for each new lot created   (Make payable to “Town of Bedford”) *If ‘Both’ was selected on Page 1, both fees are applicable. |
| Prelim./Final Subdivision Plats | Preliminary subdivision plat showing layout of lots, parking areas, landscaping, etc. as described in <a href="#">Town Code §107-51</a> .                                                                      |
| Waivers                         | If applicable, a list of requested waivers from the Town Code pursuant to <a href="#">§107-37</a> .                                                                                                            |
| Deed/Easement                   | Copy of deed(s), recorded easements, or other legal devices.                                                                                                                                                   |
| Project Narrative               | A narrative of the proposed application.                                                                                                                                                                       |
| SEQRA Form                      | At minimum, the <a href="#">Short Form EAF</a> must be completed and submitted.                                                                                                                                |
| Owner Authorization Letter      | A letter from the owner authorizing the design professional or other to apply for and execute the application on their behalf.                                                                                 |
| Other Plans                     | If applicable, landscape plans, renderings, sight distance analysis, or other plans/drawings relevant to the application.                                                                                      |

**\*\*\*Additional information may be requested and required due to the nature of the proposed Subdivision\*\*\***

**PUBLIC HEARING REQUIREMENTS:**

The Planning Board will hold a public hearing on a preliminary subdivision application. The Town will notice the application at least 10 days prior to the hearing date in the Town newspaper, and the Applicant must mail the notice to all owners of property within 500 feet of the perimeter of the subject lot(s) at least 10 days prior to the hearing date. The Applicant shall file an Affidavit of Mailing with the [Planning Board Secretary](#) prior to the hearing. The Planning Board reserves the right to hold a public hearing on the final subdivision application.

**APPLICATION AUTHORIZATION:**

Permission is hereby given to the Town of Bedford, its agents, and employees to enter upon the above-described property solely for the purposes incidental to the within application at reasonable times upon reasonable notice to the owner or tenant in possession. All applications shall be signed by the owner of the property affected by this application and by the applicant, if other than the owner.

|                       |                            |      |
|-----------------------|----------------------------|------|
| Owner Name            | Owner Signature            | Date |
| Authorized Agent Name | Authorized Agent Signature | Date |

**FOR MORE INFORMATION, VISIT THE [PLANNING DEPARTMENT’S WEBSITE](#).**