

TOWN OF FREEDOM  
**MINOR LAND DIVISION (CERTIFIED SURVEY MAP)**  
SUBMITTAL & REVIEW PROCESS

**I. INITIAL CONTACT**

Upon initial contact, please direct property owner or surveyor to Town Planner.

**II. SUBMITTAL & DISTRIBUTION**

A. Complete Application Packet. A complete application packet entails 10 paper copies and one digital copy (PDF format via flash drive, document transfer, or email) of the following in a single submittal (town shall not accept an incomplete application packet):

1. Fully completed 'Application for Minor Land Division'
2. Certified Survey Map (CSM)
3. Payment of Application Fee

B. Submittal Deadline. Complete Application Packet shall be submitted to the Town Clerk at least 15 days, but not more than 60 days, prior to the meeting of the Plan Commission.

C. Distribution.

1. Town Clerk forwards Application Packet to Town Board, Plan Commission, Town Planner, and Town Engineer.
2. Town Clerk adds Application Packet to agenda of next Plan Commission meeting.

**III. REVIEW & RECOMMENDATION**

A. Town Planner prepares Staff Report for Plan Commission with recommendation to approve, approve with conditions, or deny Minor Land Division.

B. Plan Commission recommends approval, approval with conditions, or denial to Town Board within 90 days of submittal of Application Packet

**IV. DECISION**

A. Town Board approves, approves with conditions, or denies Minor Land Division.

1. Approval. Town awaits submittal of final CSM for signature by Town Chair and Town Clerk.
2. Approval with Conditions. Submittal of revised CSM to Town Planner for review. If consistent with Plan Commission conditions, Town awaits submittal of final CSM for signature by Town Chair and Town Clerk.
3. Denial.
  - (a) Town Board provides written reason for denial (generally, minutes of meeting and Town Planner Report).
  - (b) Town Clerk forwards written reason for denial to property owner and surveyor.