

Name _____

Date _____

MAJOR SUBDIVISION REQUIREMENTS

(A subdivision containing five (5) or more lots or any subdivision requiring a new road or roads.)

_____ \$100.00 and \$10.00 per lot

_____ Sketch Plan Conference (A sketch of a proposed subdivision to enable the subdivider to save time and expense in reaching general agreement with the Planning Board as to the form of the layout and objectives of these regulations.)

_____ Public Hearing

_____ Preliminary Plat approval (A drawing or drawings clearly marked "preliminary plat" showing the layout of a proposed subdivision, submitted to the Planning Board for approval prior to submission of the plat in final form, and of sufficient detail to apprise the Planning Board of the layout of the proposed subdivision.)

_____ Optional Public Hearing

_____ Final Plat approval (A drawing, in final form, showing a proposed subdivision containing all information or detail required by law and by these regulations to be presented to the Planning Board for approval, and which if approved, shall be duly filed or recorded by the applicant in the office of the County Clerk.)

Information Required For Preliminary Plate, Major Subdivisions

_____ Name and address of subdivider and professional advisers, including license numbers and seals.

_____ Three (3) copies of the preliminary plat map, drawn to scale. The map scale shall be one (1) inch to one hundred (100) feet unless otherwise specified by the Planning Board, including:

_____ Subdivision name, scale, north arrow, and date

_____ Subdivision boundaries

_____ Contiguous property and names and address of owners

_____ Existing and proposed roads, utilities, and structures

- _____ Water courses (including all HUD Federal Flood Insurance Hazard Areas), marshes (including DEC-designated wetlands), wooded areas, and other significant physical features on or near the site.
- _____ Proposed pattern of lots, including lot widths and depths, road layout, open space, drainage, sewerage, and water supply including, if applicable, all distance requirements and other site considerations imposed by and described in Appendix 75A of the New York State Sanitation Code, Waste Treatment Handbook.
- _____ Land contours at ten-foot (10') intervals, or other suitable indicators of slope.
- _____ Copy of tax map (s)
- _____ Existing and/or intended restriction on the use of land including easements, covenants, and zoning.
- _____ Total acreage of subdivision and number of lots proposed.
- _____ Building types and approximate size and cost.
- _____ All parcels of land proposed to be dedicated to public use and the conditions of such use.
- _____ Grading and landscaping plans.
- _____ The width and location of any roads or public ways and the width, location, grades and road profiles of all roads or public ways proposed by the developer.
- _____ The approximate location and size of all proposed waterlines, hydrants, and sewer lines, showing connection to existing lines.
- _____ Drainage plan, indicating profiles of lines or ditches and drainage easements on adjoining properties.
- _____ Preliminary plans drawn to scale and cross-sections showing sidewalks, road lighting, roadside trees, curbs, water mains, sanitary sewers and storm drains, the character, width and depth of pavements and sub-base, and the location of any underground cables.
- _____ Preliminary designs for any bridges or culverts.
- _____ The proposed lot lines with approximate dimensions and area of each lot.

- _____ An actual field survey of the boundary lines of the tract, giving complete description of bearing and distances, made and certified by a licensed surveyor. The corners of the tract shall also be marked by monuments of such size and type as approved by the Planning Board, shown on the plat.
- _____ Environmental Assessment Form (EAF): long, Appendix A) and a Draft Environmental Impact Statement, if required
- _____ Where the preliminary layout submitted covers only a part of the subdivider's entire holding, a sketch of the prospective future road and drainage system of the unsubdivided part shall be submitted for study to the Planning Board.
- _____ On-site sanitation and water supply facilities shall be designed to meet the specifications of the State Department of Health, and a statement to this effect shall be made on the application. Unless the subdivision is served by a public sewer system, the results of at least two percolation tests as described in Appendix 75A of the New York State Sanitation Code, Waste Treatment Handbook shall be reported on the plat and certified by a New York State licensed professional engineer or New York State Licensed land surveyor. These tests should be performed in the area of each sewage disposal field and at the depth of the bottom of the proposed trench/ The results of at least one deep hole or soil boring test performed in the area of the proposed leach field on each of the proposed lots shall also be reported on the plat in table form as evidence of the depth to bedrock or groundwater and types and depths of soils. The results of such deep hole or soil boring test shall also be certified by a New York State licensed professional engineer or New York State licensed land surveyor.
- _____ Additional information as deemed necessary by the Planning Board.
- _____ Any required fees.

Information required for Final Plat, Major Subdivision

- _____ One (1) copy of the final plat to be submitted to the County Clerk, drawn with ink on suitable material, plus two (2) paper copies. The map scale shall be one (1) inch to one hundred (100) feet unless otherwise specified by the Planning Board.
- _____ Proposed subdivision name and the name of the Town and County in which the subdivision is located; the name and address of record owner and subdivider; name, address, license number and seal of the surveyor and/or engineer.
- _____ Road lines, pedestrian ways. Lots, easements and areas to be dedicated to public use.

- _____ Sufficient date acceptable to the Planning Board to determine readily the location, bearing and length of every road line, lot line, and boundary line; such date shall be sufficient to allow for the reproduction of such lines on the ground.
- _____ The length and bearing of all straight lines, radii, length of curves, and central angles of all curves; tangent bearing shall be given for each road. All dimensions of the lines of each lot shall also be given. The plat shall show the boundaries of the property, locations, graphic scale, and true north point.
- _____ All offers of cession and any covenants governing the maintenance of unceded open space shall bear the certificate of approval of the Town Attorney as to their legal sufficiency.
- _____ Permanent reference monuments shall be shown and constructed in accordance with Planning Board specifications.
- _____ Approval of the State Health Department of water supply systems and sewage disposal systems proposed or installed.
- _____ An approved Environmental Impact Statement, if required.
- _____ Construction drawings, drawn to scale by a licensed engineer, including plans, profiles, and typical cross sections, as required, showing the proposed location, size and type of road, sidewalks, road lighting standards, roadside trees, curbs, water mains, sanitary sewer or septic systems, storm drains or ditches, pavements and sub-base, and other facilities.
- _____ Evidence of legal ownership of property.
- _____ Deed restrictions, existing and proposed in form for recording.
- _____ A certificate by the Codes Enforcement Officer certifying that the sub divider has complied with one of the alternatives:
 - _____ All improvements have been installed in accordance with requirements of these regulations.
 - _____ A performance bond or certified check has been posted in sufficient amount to assure such completion of all required improvement.
- _____ Any other date such as certificates, affidavits, endorsements or other agreements as may be required by the Planning Board in enforcement of these regulations.