

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 propertied 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 tress, 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 data acceptable to the Planning Board to determine readily the location, bearing and length of every road line, lot line, and boundary line; such data 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 data such as certificates, affidavits, endorsements or other agreements as may be required by the Planning Board in enforcement of these regulations.