



TOWN OF LERAY PLANNING BOARD Minor Subdivision Application Packet

This Packet is designed to assist applicants in providing the forms needed for submission of a 1 to 4 lot subdivision to the Planning Board for approval. The following should be filled out to ensure the submission of a Complete Application and to avoid unnecessary delays in the review of your project plans. A complete submission enables the Planning Board to better understand your proposal, thus allowing for a more comprehensive and timely evaluation. **It is in your best interest to meet with the Planning Department before submitting your completed application to avoid delays and costly revisions to your Application.**

NOTE: Your plans must be prepared by a New York State licensed engineer, architect, or surveyor and certified by their seal and original signature. You must submit this original and 9 copies for submission of your application and ten (10) copies of the original plat(s), no less than twelve (12) business days prior to the Planning Board's regular meeting, which is held on the first Thursday of each month. Each submission must be deemed complete by the Planning Department, in consultation with the Planning Board Chairman, before it can be submitted to the Planning Board for consideration.

A Complete Application must include the following:

(requirement for submission is this original and 9 copies of each of the following)

- _____ A Completed Application Form (included)
- _____ A Letter of Authorization (included)
- _____ An Ag Data Statement (included)
- _____ Minor Subdivision Checklist (included)
- _____ A Completed Part 1 SEQR Form
- _____ **Three** (3) full size originals of the plat and **seven** (7) 11x17 copies of the plat are allowable; or **ten** (10) full size originals of the plat
- _____ The Fee of **\$100.00** for a Minor Subdivision (Check, Cash, Credit Card, or Money Order)

OFFICE STAFF ONLY

_____ *\$100 Fee for 1-4 Lot Subdivision*

Check # _____

Date Submitted: _____

Receipt # _____

Received By: _____

APPLICATION INFORMATION

Applicant: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Fax: _____

E-Mail: _____

Property Owner (if different from applicant): _____

Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____ Fax: _____
E-Mail: _____

Contact Person (if different from applicant): _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____ Fax: _____
E-Mail: _____

Licensed Engineer, Architect or Land Surveyor: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____ Fax: _____
E-Mail: _____

PROJECT INFORMATION

Name of Subdivision: _____
Location of Project/Street Address: _____
Tax Map Number of all Parcels: _____

(Attach a copy of the current deed and any easements affecting property)

Zoning District(s) _____
Detailed Description of Proposed Activity: _____

Current Land Use of the Site: _____

Character of Surrounding Lands (Adjacent Uses): _____

Total Acreage Involved in Project: _____
Total Contiguous Acreage Controlled by Applicant/Owner: _____

(This shall include lands owned by family members of the applicant, and any corporation(s), partnership(s), limited liability company(ies) or other entities in which the applicant has an interest.)

Total Acres to be subdivided: _____

Number of Proposed Lots: _____

Proposed Use of Land: _____

NAMES AND ADDRESSES OF ADJACENT/ABUTTING LANDOWNERS

The following list consists of all individuals, firms, corporations, and businesses owning property adjacent to both sides and rear, and in front of (across street from) the property. Addresses must be obtained from the current tax rolls which are available in the Town Office. Use additional pages if needed.

Property Owner: _____ Tax Map Id # _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Property Owner: _____ Tax Map Id # _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Property Owner: _____ Tax Map Id # _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Property Owner: _____ Tax Map Id # _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Property Owner: _____ Tax Map Id # _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Property Owner: _____ Tax Map Id # _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

LETTER OF AUTHORIZATION

Let it be known that _____ has been retained to act as agent to perform all acts for development on my property identified below.

Please Check One of the Following:

_____ Minor Subdivision _____ Major Subdivision _____ Site Plan

_____ Site Plan Modification _____ Special Use Permit _____ Lot Line Adjustment

These acts include: (please initial the acts you are authorizing)

_____ Pre-application conferences with Town staff, filing applications and/or other required documents relative to all Planning Board applications

_____ Main point of contact for Town staff

_____ Agent will be contacted on all matter instead of the owner

_____ Attend all Planning Board meetings on my behalf

Tax Parcel: _____

Address: _____

PROPERTY OWNER(s):

Signature: _____ Date: _____

Signature: _____ Date: _____

Printed Name(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

AGENT:

Signature: _____ Date: _____

Printed Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

AGRICULTURAL DATA STATEMENT

Per § 305-a of the New York State Agriculture and Markets Law, any application for a special use permit, site plan approval, use variance, or subdivision approval requiring municipal review and approval that would occur on property within a New York State Certified Agricultural District containing a farm operation or property with boundaries within 500 feet of a farm operation located in an Agricultural District shall include an Agricultural Data Statement.

A. Name of applicant: _____

Mailing address: _____

B. Description of the proposed project: _____

C. Project site address: _____ Town: LERAY

D. Project site tax map number: _____

E. The project is located on property:
_ within an Agricultural District containing a farm operation, or
_ with boundaries within 500 feet of a farm operation located in an Agricultural District.

F. Number of acres affected by project: _____

G. Is any portion of the project site currently being farmed?
_ Yes. If yes, how many acres or square feet?
_ No.

H. Name and address of any owner of land containing farm operations within the Agricultural District and is located within 500 feet of the boundary of the property upon which the project is proposed. _____

I. Attach a copy of the current tax map showing the site of the proposed project relative to the location of farm operations identified in Item H above.

FARM NOTE

Prospective residents should be aware that farm operations may generate dust, odor, smoke, noise, vibration and other conditions that may be objectionable to nearby properties. Local governments shall not unreasonably restrict or regulate farm operations within State Certified Agricultural Districts unless it can be shown that the public health or safety is threatened.

Name and Title of Person Completing Form

Date

MINOR SUBDIVISION PLAT CHECKLIST

(Please sign off on the below list as to what is included on the plat.)

This Checklist is designed to assist applicants in the preparation of applications for Planning Board Review. This list should be used as a guideline to ensure the submission of a Complete Application and to avoid unnecessary delays in the review of your project plans.

Professionals	Applicant
Initial's	Initial's

Sketch Plat must contain the following information:

- | | | |
|-------|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| _____ | _____ | The location of the portion of land to be subdivided in relation to the entire tract and the distance to the nearest existing street intersection. |
| _____ | _____ | The approximate location of all existing structures, wooded areas, streams and other significant physical features, within the portion to be subdivided and within 200 feet thereof. If topographic conditions are significant, contours shall also be indicated at intervals of not more than 10 feet. |
| _____ | _____ | The name of the owner and of all adjoining property owners as disclosed by the most recent municipal tax records. |
| _____ | _____ | The tax map sheet, block and numbers, if available. |
| _____ | _____ | All the utilities available, and all streets which are either proposed, mapped or built. |
| _____ | _____ | The proposed pattern of lots, including lot width and depth, street layout, recreation areas, systems or drainage, sewerage, and water supply within the subdivided area. |
| _____ | _____ | All existing restrictions on the use of land, including easements, covenants or zoning lines. |

Preliminary Plat must contain the following information:

- | | | |
|-------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| _____ | _____ | Proposed subdivision name, name of the Town and County in which it is located. |
| _____ | _____ | A copy of any such covenants, deed restrictions, easements or other encumbrances intended to cover all or part of the tract and run with the land in perpetuity. |
| _____ | _____ | The location of all existing and proposed easements on the plan. |
| _____ | _____ | Zoning district, including exact boundary lines of district, if more than one district, and any proposed changes in the zoning district lines and/or the zoning ordinance text applicable to the area to be subdivided. |

- _____ _____ The proposed lot lines with approximate dimensions and area of each lot.
- _____ _____ All on-site sanitation and water supply facilities shall be designed to meet the minimum specification of the State Department of Health or State Department of Environmental Conservation, and a note to this effect shall be stated on the plat and signed by a licensed engineer.
- _____ _____ Under certain circumstances and with a case by case review, the Planning Board does have the authority to accept a deed plot showing a proposed subdivision. However, this decision is at their discretion and they reserve the right to require a traditional survey.

The Planning Board shall, within sixty-two (62) days from the date of the public hearing, approve, modify and approve or disapprove the preliminary plat unless such period is otherwise extended by mutual consent of the owner and the Planning Board

Final Subdivision Plat and Accompanying Data Must Contain the Following Information:

Within a period of one (1) year from the date of preliminary approval, subdivider shall submit a written request for final approval of a minor subdivision which shall contain the following information:

- _____ _____ All information contained on the preliminary plat as submitted to the Planning Board; plus
- _____ _____ An actual field survey of the boundary lines of the tract, giving complete descriptive data by bearings and distances made and certified to by a licensed land surveyor.
- _____ _____ The corners of the tract shall also be located on the ground and marked by monuments as approved by the Zoning Enforcement Officer or other Town designated official, and shall be referenced and shown on the plat.

Note: The above checklist is supplied as a guide and is not meant to be all-inclusive. Failure to provide any of the above, however, may be grounds for disapproval of the Subdivision Application.
 Note: For All-Inclusive Subdivision of Land see Town of LeRay Town Codes Chapter 135
 Note: For Subdivision of Land General Requirements and Review Standards see Town of LeRay Town Codes Chapter 135, Article IV.

Chapter 135 SUBDIVISION of LAND Article III Section 135-5
Sketch Plan Review

- A. Submission required.
- (1) Any owner of land shall, prior to subdividing or resubdividing land, submit to the Chairman of the Planning Board at least twelve (12) days prior to the regular meeting of the Board the following information:
 - (a) Ten (10) copies of a completed Subdivision Application Form for the proposed Minor subdivision;
 - (b) Required fees as set by the Town Board; and
 - (c) Ten (10) copies of a sketch plan of the proposed subdivision, which shall comply with the requirements of § 135-5D for the purposes of classification and preliminary discussion.
- B. Discussion of requirements and classification.
- (1) The subdivider, or his duly authorized representative, shall attend the meeting of the Planning Board to discuss the requirements of these regulations for street improvements, drainage, sewerage, water supply, fire protection, and similar aspects, as well as the availability of existing services and other pertinent information.
 - (2) Classification of the sketch plan is to be made at this time by the Planning Board as to whether it is a minor or major subdivision as defined in these regulations.
 - (3) The Board may require, however, when it deems it necessary for protection of the public health, safety and welfare, that a minor subdivision comply with all or some of the requirements specified for major subdivisions.
 - (4) Sketch plans classified as a minor subdivision shall be required to comply with the procedure outlined in § 135-6 and § 135-9 of these regulations.
 - (5) Sketch plans classified as major subdivisions shall be required to comply with the procedures outlined in § 135-7, 135-8 and 135-9.
- C. Cluster development.
- (1) Any applicant intending on applying for a cluster subdivision pursuant to Article VI of this Chapter shall make those intentions known at the sketch plan review or initial meeting with Town staff.
 - (2) The Planning Board, at its discretion, may request that the applicant utilize the provisions of the cluster development ordinance as indicated in Article VI of this Chapter to preserve open space and/or serve recreational, scenic, and public service purposes.
- D. Sketch plan review.
- (1) The Planning Board shall determine whether the sketch plan meets the purposes of these regulations and shall, where it deems it necessary, make specific recommendations in writing to be incorporated by the applicant in the next submission to the Planning Board.
- E. Documents to be submitted for sketch plan review.
- (1) The sketch plan initially submitted to the Planning Board shall be based on tax map information or some other similarly accurate base map at a scale (preferably not less than 200 feet to the inch) to enable the entire tract to be shown on one sheet.
 - (2) The Sketch Plan shall be submitted, showing the following information:
 - (a) The location of that portion which is to be subdivided in relation to the entire tract, and the distance to the nearest existing street intersection.
 - (b) The approximate location of all existing structures, wooded areas, streams and other significant physical features, within the portion to be subdivided and within 200 feet thereof. If topographic conditions are significant, contours shall also be indicated at intervals of not more than 10 feet.
 - (c) The name of the owner and of all adjoining property owners as disclosed by the most recent municipal tax records.
 - (d) The tax map sheet, block and numbers, if available.
 - (e) All the utilities available, and all streets which are either proposed, mapped or built.
 - (f) The proposed pattern of lots, including lot width and depth, street layout, recreation areas, systems or drainage, sewerage, and water supply within the subdivided area.
 - (g) All existing restrictions on the use of land, including easements, covenants or zoning lines.

Chapter 135 SUBDIVISION of LAND Article III Section 135-6
Minor Subdivision Review and Approval

- A. Submission.
- (1) Within six (6) months after sketch plan review and classification as a minor subdivision by the Planning Board, the subdivider shall submit a formal written request for approval of a subdivision plat. Failure to submit within such time period shall require resubmission of the sketch plan to the Planning Board for reclassification.
 - (2) The plat shall conform to the layout shown on the sketch plan including recommendations made by the Planning Board. Said application shall also conform to the requirements listed in § 135-6B.
- B. Preliminary review of minor subdivisions.
- (1) Ten (10) copies of a preliminary plat containing the following information shall be submitted to the Planning Board at least twelve (12) days prior to a scheduled monthly meeting of the Planning Board:
 - (a) Proposed subdivision name, name of the Town and County in which it is located.
 - (b) A copy of any such covenants, deed restrictions, easements or other encumbrances intended to cover all or part of the tract and run with the land in perpetuity.
 - (c) The location of all existing and proposed easements on the plan.
 - (d) Zoning district, including exact boundary lines of district, if more than one district, and any proposed changes in the zoning district lines and/or the zoning ordinance text applicable to the area to be subdivided.
 - (e) The proposed lot lines with approximate dimensions and area of each lot.
 - (f) All on-site sanitation and water supply facilities shall be designed to meet the minimum specification of the State Department of Health or State Department of Environmental Conservation, and a note to this effect shall be stated on the plat and signed by a licensed engineer.
 - (g) Under certain circumstances and with a case by case review, the Planning Board does have the authority to accept a deed plot showing a proposed subdivision. However, this decision is at their discretion and they reserve the right to require a traditional survey.
 - (2) Subdivider to attend Planning Board meeting.
 - (a) The subdivider, or his duly authorized representative, shall attend the meeting of the Planning Board to discuss the preliminary subdivision plat.
 - (3) Date officially submitted.
 - (a) The time of submission of the preliminary subdivision plat shall be considered to be the date of the regular monthly meeting of the Planning Board.
 - (b) At least twelve (12) days prior to this date the application for plat approval, complete and accompanied by the required fee, has been filed with the Chairman of the Planning Board.
 - (4) Public hearing.
 - (a) A public hearing shall be held by the Planning Board within sixty-two (62) days from the date of submission of the subdivision plat for preliminary approval.
 - (b) Said hearing shall be advertised in a newspaper of general circulation in the Town at least five (5) days prior to such hearing.
- C. Approval of preliminary plat.
- (1) The Planning Board shall, within sixty-two (62) days from the date of the public hearing, approve, modify and approve or disapprove the preliminary plat unless such period is otherwise extended by mutual consent of the owner and the Planning Board.
- D. Final plat for minor subdivision.
- (1) Within a period of one (1) year from the date of preliminary approval, subdivider shall submit a written request for final approval of a minor subdivision which shall contain the following information:
 - (a) All information contained on the preliminary plat as submitted to the Planning Board; plus
 - (b) An actual field survey of the boundary lines of the tract, giving complete descriptive data by bearings and distances made and certified to by a licensed land surveyor.
 - (c) The corners of the tract shall also be located on the ground and marked by monuments as approved by the Zoning Enforcement Officer or other Town designated official, and shall be referenced and shown on the plat.
 - (2) A completed final submission shall be subject to requirements of § 135-8 and §135-9 for final approval and filing.