
Town of LeRay

Major Subdivision Application

For: _____

Contact Morgan Melancon with any questions:
(315) 629-4052 or clerk@townofleray.org

Revised July 2023





Town of LeRay

MAJOR SUBDIVISION APPLICATION

OFFICE USE ONLY

\$150.00 (4-15 Lots) \$200.00+ (15+ lots, \$10 per additional lot over 15) \$100.00 Fee for Special Meeting

Cash Card Check Check #: _____ Receipt #: _____

Date Submitted: _____ Date Paid: _____ Received By: _____

Zoning District Classification:

AR R-1 MU CC PD MED MHO Well Head Protection Zone

A **subdivision** is the division of any parcel of land into two or more lots, blocks or sites, with or without streets or highways, for the purpose of conveyance, transfer of ownership, improvement, building development or sale, and shall include re-subdivision. Tracts of land shall constitute a subdivision upon the sale, rental, offer for sale, lease or building development. The term subdivision is further defined as follows:

Major Subdivisions:

A subdivision of five or more lots or any size subdivision requiring an extension of municipal facilities.

Minor Subdivisions:

A subdivision containing not more than four lots not involving any extension of municipal facilities and not adversely affecting the development of the remainder of the parcel or adjoining property.

Subdivision Application Checklist

A Complete Application must have the following:

- A completed application (10 copies)
- A subdivision checklist (included)
- A completed Part 1 SEQR Form (10 copies)
- A current deed and any easements affecting property (10 copies)
- (x3) Full size stamped originals of the plat map **and** (x7) 11" x 7" copies of the plat map; **OR**
- (x10) Full size stamped originals of the plat map
- ** see pages 11 to 16 for a detailed Plat Map checklist
- The fee for application submission

Additional Items you May Need: (unless exempt by the Planning Board)

- A Letter of Authorization (10 copies)
- An Agricultural Data Statement (10 copies)

Other attachments deemed pertinent by the applicant (please list):

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____
- (6) _____

Contact Information

Applicant Name: _____ Title: Mr. Mrs. Ms. Miss.

Company Name (if applicable): _____

Email: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

You are the: Owner Tenant Contractor Other, explain: _____

Would you like to be notified of project information (i.e., meetings, mailed correspondence, emails)? Yes No

Property Owner Name (if different from applicant): _____

Title: Mr. Mrs. Ms. Miss. Business Name (if applicable): _____

Email: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Would you like to be notified of project information (i.e., meetings, mailed correspondence, emails)? Yes No

Contact Person Name: _____ Title: Mr. Mrs. Ms. Miss.

Company Name (if applicable): _____

Email: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

You will be notified of correspondence for all project information.

Licensed Engineer, Architect, or Land Surveyor Name: _____

Title: Mr. Mrs. Ms. Miss. Business Name (if applicable): _____

Email: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Would you like to be notified of project information (i.e., meetings, mailed correspondence, emails)? Yes No

Additional contact to be notified of project information: (optional)

Name: _____ Title: Mr. Mrs. Ms. Miss.

Email: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Project Information

Name of Subdivision: _____ **Tax Parcel #:** _____

Parcel Address: _____

City: _____ State: _____ Zip: _____

1. **Total Acreage being subdivided:** _____

2. **Total Continuous Acreage controlled by the applicant/owner:** _____

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

3. Number of proposed lots (including original lot): _____

4. List each proposed lot with their corresponding proposed lot sizes (including original lot):
(Example: Lot 1 = 4.56 acres, Lot 2 = 1.24 acres, etc.) _____

5. Proposed Use of Land once subdivided: _____

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.

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ADJACENT 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 #: _____

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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: _____

Town of LeRay

LETTER OF AUTHORIZATION

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

These acts include: (please initial all 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 matters instead of the owner
- _____ Attend all Planning Board meetings on my behalf

Tax Parcel #: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Property Owners(s)

Signature:

Print Name:

Date:

Signature:

Print Name:

Date:

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Agent

Signature:

Print Name:

Date:

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

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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. ****Only applicable if within 500ft of a NYS Certified Agricultural District.**

Name of Applicant: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Description of the proposed project:

Project Site Address: _____ **Tax Parcel #:** _____

City: _____ State: _____ Zip: _____

The project is located on property:

- Within an Agricultural District containing a farm operation, or
- With boundaries within 500ft of a farm operation located in an Agricultural District

Number of acres affected by the project: _____

Is any portion of the project site currently being farmed? Yes No

If yes, how many acres or square feet? _____

Attach a copy of the 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. If a copy has already been provided, skip this step.

Attach a copy of the current tax map showing the site of the proposed project relative to the location of farm operations

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

Signature

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Town of LeRay

MAJOR SUBDIVISION PLAT CHECKLIST

- The below 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 Major Subdivision Application.
- For All-Inclusive Subdivision of Land see Town of LeRay Town Codes Chapter 135
- For Subdivision of Land General Requirements and Review Standards see Town of LeRay Town Codes Chapter 135, Article IV.
- Drawings and drawing contents shall be stamped and signed by a New York State licensed professional engineer, registered architect and/or registered landscape architect, and shall include the following:

Sketch Plat Requirements are as Follows:

It is in the applicant's best interest to review and initial the following information to ensure all items have been completed.

1. 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.
Site Plan preparers initials: _____
Applicants' initials: _____
2. 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.
Site Plan preparers initials: _____
Applicants' initials: _____
3. The name of the owner and of all adjoining property owners as disclosed by the most recent municipal tax records.
Site Plan preparers initials: _____
Applicants' initials: _____
4. The tax map sheet, block, and numbers, if available.
Site Plan preparers initials: _____
Applicants' initials: _____
5. All the utilities available, and all streets which are either proposed, mapped or built.
Site Plan preparers initials: _____
Applicants' initials: _____
6. 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.
Site Plan preparers initials: _____
Applicants' initials: _____
7. All existing restrictions on the use of land, including easements, covenants, or zoning lines.
Site Plan preparers initials: _____
Applicants' initials: _____

Preliminary Plat Requirements are as follows:

1. Proposed subdivision name, name of Town and County in which it is located, date, true north point, scale, name and address of record owner, subdivider and engineer or surveyor, including license number and seal.
Site Plan preparers initials: _____
Applicants' initials: _____
2. The name of all subdivisions immediately adjacent and the name of the owners of record of all adjacent property.
Site Plan preparers initials: _____
Applicants' initials: _____
3. 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.
Site Plan preparers initials: _____
Applicants' initials: _____
4. All parcels of land proposed to be dedicated to public use and the conditions of such dedication.
Site Plan preparers initials: _____
Applicants' initials: _____
5. Location of existing property lines, easements, buildings, watercourses, marshes, rock outcrops, wooded areas and other significant existing features for the proposed subdivision and adjacent property.
Site Plan preparers initials: _____
Applicants' initials: _____
6. Location of existing sewers, water mains, culverts and drains on the property, with pipe sizes, grades, and direction of flow.
Site Plan preparers initials: _____
Applicants' initials: _____
7. Contours with intervals of one (1) foot as required by the Board, including elevations on existing roads. Approximate grading plan if natural contours are to be changed more than two feet.
Site Plan preparers initials: _____
Applicants' initials: _____
8. The width and location of all streets or public ways proposed by the developer.
Site Plan preparers initials: _____
Applicants' initials: _____
9. The approximate location and size of all proposed water lines, valves, hydrants and sewer lines, and fire alarm boxes. Connection to existing lines or alternate means of water supply or sewage disposal and treatment as provided in the Public Health Law. Profiles of all proposed sewer lines.
Site Plan preparers initials: _____
Applicants' initials: _____
10. Storm drainage plan indicating the approximate location and size of proposed lines and their profiles. Connection to existing lines or alternate means of disposal.
Site Plan preparers initials: _____
Applicants' initials: _____

11. Plans and cross-sections showing the proposed location and type of sidewalks, street lighting standards, street trees, curbs, water mains, sanitary sewers and storm drains, and the size and type thereof, the character, width and depth of pavements and subbase, the location of manholes, basins and underground conduits.

Site Plan preparers initials: _____

Applicants' initials: _____

12. Preliminary designs of any bridges or culverts which may be required.

Site Plan preparers initials: _____

Applicants' initials: _____

13. The proposed lot lines with approximate dimensions and area of each lot.

Site Plan preparers initials: _____

Applicants' initials: _____

14. Where the topography is such as to make difficult the inclusion of any of the required facilities within the public areas as laid out, the preliminary plat shall show the boundaries of proposed permanent easements over or under private property, which permanent easements shall not be less than 20 feet in width, and which shall provide satisfactory access to an existing public highway or other public highway or public open space shown on the subdivision or the Official Map.

Site Plan preparers initials: _____

Applicants' initials: _____

15. 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 substantial monuments of such size and type as approved by the Town Zoning Enforcement Officer or other designated official and shall be referenced and shown on the plat.

Site Plan preparers initials: _____

Applicants' initials: _____

16. If the application covers only a part of the subdivider's entire holding, a map of the entire holding, a map of the entire tract, drawn at a scale of not less than 400 feet to the inch showing an outline of the platted area with its proposed streets and an indication of the probable future street system with its grades and drainage in the remaining portion of the tract and the probable future drainage layout of the entire tract shall be submitted. The part of the subdivider's entire holding submitted shall be considered in the light of the entire holdings.

Site Plan preparers initials: _____

Applicants' initials: _____

17. 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.

Site Plan preparers initials: _____

Applicants' initials: _____

Final Subdivision Plat and Accompanying Data Requirements are as Follows:

1. Proposed subdivision name or identifying title and the name of the Town and County in which the subdivision is located, the name and address of record owner and subdivider, name, license number and seal of the licensed land surveyor.

Site Plan preparers initials: _____

Applicants' initials: _____

2. Street lines, pedestrian ways, lots, reservations, easements, and areas to be dedicated to public use.
 Site Plan preparers initials: _____
 Applicants' initials: _____

3. Sufficient data acceptable to the Town Zoning Enforcement Officer or other designated Town official to determine readily the location, bearing and length of every street line, lot line, boundary line, and to reproduce such lines upon the ground. Where applicable, these should be referenced to monuments included in the state system of plane coordinates, and in any event should be tied to reference points previously established by a public authority.
 Site Plan preparers initials: _____
 Applicants' initials: _____

4. The length and bearing of all straight lines, radii, length of curves and central angles of all curves, tangent bearings shall be given for each street. All dimensions and angles of the lines of each lot shall also be given. All dimensions shall be shown in feet and decimals of a foot. The plat shall show the boundaries of the property, location, graphic scale, and true north point.
 Site Plan preparers initials: _____
 Applicants' initials: _____

5. The plat shall show by proper designation thereon all public open spaces for which deeds are included and those spaces title to which is reserved by the developer. For any of the latter, there shall be submitted with the subdivision plat copies of agreements or other documents showing the manner in which such areas are to be maintained and the provisions made therefore.
 Site Plan preparers initials: _____
 Applicants' initials: _____

6. All offers of cession and covenants governing the maintenance of unceded open space shall bear the certificate of approval of the Town Attorney as to their legal sufficiency.
 Site Plan preparers initials: _____
 Applicants' initials: _____

7. Lots and blocks within a subdivision shall be numbered and lettered in alphabetical order in accordance with the prevailing Town practice.
 Site Plan preparers initials: _____
 Applicants' initials: _____

8. Permanent reference monuments shall be shown and shall be constructed in accordance with specification of the Town Zoning Enforcement Officer or other designated Town official. When referenced to the state system of plane coordinates, they shall also conform to the requirements of the State Department of Transportation. They shall be placed as required by the Town Zoning Enforcement Officer or other designated Town official and their location noted and referenced upon the plat.
 Site Plan preparers initials: _____
 Applicants' initials: _____

9. Monuments of a type approved by the Town Zoning Enforcement Officer or other designated Town official shall be set at all corners and angle points of the boundaries of the original tract to be subdivided; and at all street lines, points of curve and such intermediate points as shall be required by the Town Zoning Enforcement Officer or other designated Town official.
 Site Plan preparers initials: _____
 Applicants' initials: _____

10. Monuments of a type approved by the Town Zoning Enforcement Officer or other designated Town official shall be set at all corners and angle points of the boundaries of the proposed subdivided lots prior to the filing of a zoning permit yet shall not be required as part of the subdivision application.

Site Plan preparers initials: _____

Applicants' initials: _____

11. A map shall be submitted to the satisfaction of the Planning Board indicating the location of monuments marking all underground utilities as actually installed. If the subdivider completes all required improvements according to § 135-8A, then said map shall be submitted prior to final approval of the subdivision plat. However, if the subdivider elects to provide a security for all required improvements as specified in § 135-8A, such security shall not be accepted or released until such a map is submitted in a form satisfactory to the Planning Board.

Site Plan preparers initials: _____

Applicants' initials: _____

If the Town Engineer or other designated official shall find, upon inspection of the improvements performed before the expiration date of the security, that any of the required improvements have not been constructed in accordance with plans and specifications filed by the subdivider, he shall so report to the Town Board and Planning Board.

Required Improvements:

Improvements and Performance Bond/Security

Before the Planning Board grants final approval of the subdivision plat, the subdivider may be required to follow the procedure set forth in either Subsection (a) or (b) below:

- (1) In an amount set by the Town Board the subdivider shall either file with the Town Clerk a certified check to cover the full cost of the required improvements or the subdivider shall file with the Town Clerk a performance bond or letter of credit to cover the full cost of the required improvements. Any such security shall comply with the requirements of § 277 of the Town Law and shall be satisfactory to the Board, Town Zoning Enforcement Officer or other designated official as to form, sufficiency, and manner of execution and surety. A period of one year (or such other period as the Planning Board may determine appropriate, not to exceed three years) shall be set forth in the security within which required improvements must be completed.
- (2) If at any time before or during the construction of the required improvements it is demonstrated to the satisfaction of the Town Zoning Enforcement Officer or other designated official that unforeseen conditions make it necessary or preferable to modify the location or design of such required improvements, the Town Zoning Enforcement Officer or other designated official may, upon approval by a previously delegated member of the Planning Board, authorize modifications.

Modification of Design of Improvements

- (1) If at any time before or during the construction of the required improvements it is demonstrated to the satisfaction of the Town Zoning Enforcement Officer or other designated official that unforeseen conditions make it necessary or preferable to modify the location or design of such required improvements, the Town Zoning Enforcement Officer or other designated official may, upon approval by a previously delegated member of the Planning Board, authorize modifications.
- (2) All modifications shall be within the spirit and intent of the Planning Board's approval and do not extend to the waiver or substantial alteration of the function of any improvements required by the Board.
- (3) The Town Zoning Enforcement Officer or other designated official shall issue any authorization under this section in writing and shall transmit a copy of such authorization to the Planning Board at their next regular meeting.

Inspection of Improvements

- (1) At least five (5) days prior to commencing construction of required improvements the subdivider shall pay to the Town Clerk the inspection fee required by the Town Board.
- (2) Within the same five (5) day period the subdivider shall notify the Town Board in writing of the time when he proposes to commence construction of such improvements so that the Town Board may cause inspection to be made to assure that all Town specifications and requirements shall be met during the construction of required improvements, and to assure the satisfactory completion of improvements and utilities required by the Planning Board.

Proper Installation of Improvements

- (1) If the Town Engineer or other designated official shall find, upon inspection of the improvements performed before the expiration date of the security, that any of the required improvements have not been constructed in accordance with plans and specifications filed by the subdivider, he shall so report to the Town Board and Planning Board.
- (2) The Town Board then shall notify the subdivider and, if necessary, the surety company, and take all necessary steps to preserve the Town's rights under the surety.
- (3) No plat shall be approved by the Planning Board as long as the subdivider is in default on any previously approved plat.

Final Approval and Filing

- (1) Upon completion of the requirements above and notation to that effect upon the subdivision plat, it shall be deemed to have final approval and shall be properly signed by the appropriate officer of the Planning Board (Chairman or Acting Chairman) and shall be filed by the applicant in the office of the County Clerk.
- (2) Any subdivision plat not so filed or recorded within 62 days of the date upon which such plat is approved or considered approved shall become null and void.