

TOWN OF ONEONTA
Code Enforcement Office
3966 St Hwy 23, PO Box A
West Oneonta, NY 13861
Phone: (607)432-8606 Fax: (607)432-3135
www.townofoneonta.org

PLANNING BOARD

The purpose of the pre-application is to allow the sub-divider to outline the general nature of his proposal for subdivision so that he can be advised of the proper method of application, the general acceptability of his concept, the consistency of his proposal with the master plan of the Town or any special consideration which he should make in the development of his final plat.

Within 30 days after the pre-application review meeting, the Planning Board shall determine whether the pre-application sketch plan meets the purpose of chapter 88 and shall, where it deems necessary, make specific recommendations in writing to be incorporated by the applicant in the next submission to the Planning Board.

Short Form Environmental Assessment Form: When calling for input information for the determination of significance, Lead Agencies should consider that it is often over-burdening, both to the applicants and reviewers, to use full Environmental Assessment Forms for uncomplicated unlisted actions.

NAME OF APPLICATION: _____
TYPE OF APPLICATION: **MINOR SUBDIVISION** _____
NO. OF LOTS: _____
TAX MAP#: _____

COMMITTEE REVIEW

COMMITTEE MEMBER: _____
DATE OF REVIEW: _____

MINOR SUBDIVISION CHECKLIST:

NAME AND ADDRESS OF SUBDIVISION: _____
PERCOLATION TEST DATA: _____
ZONING DISTRICT BOUNDARIES: _____
KEY MAP: _____
NORTH ARROW: _____
SCALE: _____
NAME AND ADDRESS OF ADJOINING OWNERS: _____
SPECIFIC BOUNDARIES OF THE AREA TO BE SUBDIVIDED: _____
TOPOGRAPHICAL CONTOURS: _____
EASEMENTS AND EXISTING UTILITIES: _____
PRESENT AND PROPOSED LAYOUTS: _____
EXISTING PLATTING: _____
PROPOSED RIGHT OF WAYS: _____
EXISTING DRAINAGE FEATURES: _____

COMMENTS:

**PRE-APPLICATION FORM
SUBDIVISION REGULATIONS
TOWN OF ONEONTA
3966 ST HWY 23, PO BOX A, WEST ONEONTA, NY 13861
www.townofoneonta.org**

_____ Minor Subdivision
_____ Major Subdivison
_____ Application No.

Date: _____

A request of the Town of Oneonta Planning Board to review this pre-application submittal for subdivision entitled: _____

Key Map attached: _____

Location: _____

Acreage: _____

No. of Lots: _____

Tax Map Number(s): _____

Owner: _____

Address: _____

Phone: _____

E-mail Address _____

Adjoining Owners: _____

Professional Engineer/Licensed Land Surveyor:

Name: _____

Title: _____

Address: _____

Phone: _____

E-mail Address: _____

Utilities (Description of):

Means of Sewage Disposal: _____

Method of Supply Water: _____

Range of Topography (Approximate Amount)

0-5% slope _____ amount in area

5-15% slope _____ amount in area

15% + slope _____ amount in area

Results of Percolation Tests: _____

Pre-application Approved: _____

(Chairpersons Signature)

Date: _____

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If No, continue to question 2.			NO ☐
			YES ☐
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:			NO ☐
			YES ☐
3. a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, are adjoining or near the proposed action:			
☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban)			
☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other(Specify):			
☐ Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	☐	☐	☐
b. Consistent with the adopted comprehensive plan?	☐	☐	☐
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO ☐	YES ☐	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify:	NO ☐	YES ☐	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO ☐	YES ☐	
b. Are public transportation services available at or near the site of the proposed action?	☐	☐	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	☐	☐	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	NO ☐	YES ☐	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	NO ☐	YES ☐	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	NO ☐	YES ☐	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO ☐ ☐	YES ☐ ☐	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____	NO ☐ ☐	YES ☐ ☐	

DISCLOSURE STATEMENT

Pursuant to the requirements of General Municipal Law Article 5-K, Section 809, an applicant seeking local approval for a planning or zoning action is obligated to disclose the name, residence and the nature and extent of the interest that any officer or employee of the municipality may have with the applicant.

An officer or employee of the municipality is deemed to have an interest in the applicant, when he/she, his/her spouse, their brothers, sisters, parents, children, grandchildren or the spouse of any of them

- a) is the applicant, or
- b) is an officer, director, partner or employee of the applicant, or
- c) legally or beneficially owns or controls stock of a corporate, applicant or is a member of a partnership applicant or association applicant, or
- d) is a party to an agreement with such an applicant, express or implied, whereby he/she may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition or request.

I, _____, the applicant for local approval of a planning or zoning action in the Town/Village of _____, hereby disclose one of the following (check one):

___ 1. No officer or employee of the local agency from which approval is sought has an interest in the applicant.

___ 2. There exists an interest in the applicant by at least one officer or employee of the local agency from which approval is sought. These interests are as follows:

NAME	RESIDENCE	NATURE OF INTEREST
a.		
b.		
c.		

**TOWN OF ONEONTA
PLANNING BOARD**

**Town Hall, 3966 St Hwy 23, PO Box A, West Oneonta, NY 13861
www.townofoneonta.org**

To: ALL PROPERTY OWNERS WITHIN **200** FT OF:

(Property address, & tax map number, also property owner's name if same)

Please take notice that the Planning Board, Town of Oneonta will hold a public hearing for a
Subdivision on the _____ day of _____, 20____ at or about
_____ p.m./ a.m. in the Town Hall 3966 St Hwy 23, West Oneonta, pursuant to an
application from:

(applicant's name & address)

for: _____
(describe purpose in detail)

Copies of the complete text are on file in the Code Enforcement Office in the Town Hall
in West Oneonta.

All interest persons will be given an opportunity to be heard.

Dated: _____

Applicant's Signature: _____