

SUBDIVISION INSTRUCTIONS

The following information has been compiled based on the pertinent town regulations. This information is intended to assist and inform an applicant of the general requirements, procedures and time frame required to process your application.

WHEN IS A SUBDIVISION APPLICATION NECESSARY: Subdivision definition: *a division of any part, parcel or area of land by the owner or agent, either by lots or by metes and bounds, into lots or parcels two or more in number for the purpose of conveyance, transfer, improvement, building development or sale.* A subdivision shall not include the division of land for agricultural purposes into two or more lots, each 5 acres or more in area, and which does not involve the creation of a new street or highway, the term subdivision includes re-subdivision.

Planning Board Meetings are held on the 3rd Monday of each month at 7 p.m. The following items must be submitted no later than TWO WEEKS before the Planning Board Meeting in order to be placed on the agenda of the next Planning Board Meeting. Any applications received after this date will be held for the next scheduled meeting.

SKETCH PLAN PHASE: The following items are required to be submitted before any review process will begin or the application put on the agenda of the Planning Board for consideration.

- _____ Town of Pompey Subdivision Application
- _____ Application Fee (\$275.00 for the first lot and \$60.00 for each additional lot)
- _____ Development Fee (2-3 lots \$750.00/Lot; 4-30 lots \$300.00/Lot, 31-60 lots \$250/Lot, 61- more \$225/Lot).
- _____ Site Map (13 copies), Development Data and Legal Date (See Article III, Section 1 and Article VI, Section 1 of the Subdivision Regulations)

The Sketch Phase is intended to provide you with the opportunity to discuss the plan with the Planning Board. This will allow an exchange of information and ideas before committing to a particular plan. The Board may also make a SEQRA determination and forward the application to Onondaga County Planning board for their review as required by General Municipal Law.

PRELIMINARY PLAT PHASE: The subdivider is presenting a tentative subdivision plat indicating the proposed layout of a subdivision as a basis for studying and consideration prior to preparation of the final plat. The following items are required to be submitted before the application will be put on the agenda of the Planning Board for consideration. The Public Hearing will be scheduled for this meeting requiring legal notice.

Submission of all required documents no later than 14 days before the scheduled meeting is crucial.

- _____ Site Map (13 copies), Development Data and Legal Date (See Article III, Section 2 and Article VI, Section 2 of the Subdivision Regulations)

FINAL PLAT PHASE: The subdivider is presenting an exact subdivision plat for approval and which, if approved, will be submitted to the County Clerk for filing.

- _____ Site Map (13 copies), Development Data and Legal Date (See Article III, Section 2 and Article VI, Section 2 of the Subdivision Regulations)

TOWN OF POMPEY

SUBDIVISION APPLICATION

Proposed Subdivision Name

ACTION: THIS SECTION TO BE COMPLETED BY MUNICIPAL OFFICIAL

Date Submitted: _____ Public Hearing Date: _____

Application Fee: _____ Development Fee: _____ Date Paid: _____

Date Acted On: _____ Approved: _____ Denied: _____

Applicant: (Is applicant the owner, contract purchaser, lessee or other?) _____

Name: _____

Address: _____

Address: _____

Telephone: (____) _____

Surveyor:

Name: _____

Address: _____

Address: _____

Telephone: (____) _____

Engineer:

Name: _____

Address: _____

Address: _____

Telephone: (____) _____

Property Location and Pertinent Data:

Location: _____ Zoning Classification: _____

Tax Map No. _____ Other Zoning Classification within 200 Feet _____

Located in Designated Flood Zone: _____

Located Within 100 Feet of Wetland: _____

Easements or Other Restrictions on Property:

(Describe and Show on Subdivision Map):

Names on Property Owners Within 1000 Feet Of The Site:

(Include Owners of Property Across Streets, Roads, Highways or Municipal Boundaries)

Name _____ **Tax Map No.** _____

Pursuant to Local Law No. 6 of 2013 the applicant must notify all property owners within 1000 feet of the proposed subdivision by certified mail informing them of the date, time and place of the public hearing at least 10 days prior to the date of the hearing. At least seven days prior to such public hearing the applicant shall file with the Town Clerk an affidavit verifying that notice was properly mailed to nearby property owners Failure of the property owners to receive such notice shall not be deemed a jurisdictional defect

Requested Exemptions:

(List requested exemptions or waivers of zoning, site plan review or other requirements)

THE UNDERSIGNED HEREBY REQUEST APPROVAL BY THE TOWN OF POMPEY PLANNING BOARD OF THIS APPLICATION.

Applicant Signature: _____ Date: _____

THE UNDERSIGNED HEREBY CONSENTS TO ALLOW REPRESENTATIVES OF THE TOWN OF POMPEY TO GO ON OR ABOUT THE SUBJECT PROPERTY FOR THE PURPOSES OF INSPECTION IN CONNECTION WITH THIS APPLICATION.

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

ADDITIONAL DOCUMENTS REQUIREMENT TO BE SUBMITTED:

_____ STATE ENVIRONMENTAL QUALITY REVIEW LONG ASSESSMENT FORM

_____ PLANS AND DATA REQUIRED BY CODE OF THE TOWN OF POMPEY SECTION 144-20

Syracuse-Onondaga County Guide to the Subdivision Process

Follow this guide in order to ensure that you take the proper steps necessary to subdivide your property.

1. Local Municipality

The first step in determining whether or not your proposed plans are likely to be approved is to see your local municipality's development authority. Contact your Village, Town or City government and ask them to review your preliminary sketch.

Signatures Required:

In a town: Signature of the town supervisor or planning board chair

In a village: Signature of the village mayor or planning board chair

In the City of Syracuse: Required signatures include:

- **City Planning Commission Secretary** – Contact City Zoning Office, City Hall Commons, 201 E. Washington St., call 448-8640. (After the map is filed, the applicant must call the City Zoning Office with the filing date and map number)
- **City Engineer** – Contact the Deputy Commissioner of Public Works Technical Services, Room 401 City Hall, call 448-8200.
- **City Assessor** – Room 130 City Hall; call 448-8280.

2. Onondaga County Department of Transportation

If the subdivision is located on a county road, you'll need approval from County DOT. If it is not a county road, you should contact your local Highway Dept. to seek approval for driveway location.

- To determine whether or not you need County DOT approval, contact :
Onondaga County Department of Transportation
John H. Mulroy Civic Center, 11th Floor
421 Montgomery St. Syracuse, NY 13202
Email: highwaypermits@ongov.net
Phone: 315-435-3205 Fax: 315-435-5744
- The applicant should contact the Onondaga County DOT as early in the planning process as possible to discuss how the property will be accessed from the road. If a lot is subdivided after September 2, 1986, the DOT can deny access if any of the new lots do not meet the minimum sight distance requirements.
- If your house, driveway or septic system is designed before you seek DOT approval, you run the risk of having your access permit denied if safe access cannot be achieved, including adequate sight distance. Be sure to contact the DOT before you purchase your final design plan.

3. Onondaga County Health Department, Division of Environmental Health

The Onondaga County Health Department is required to review and stamp all subdivision maps before they are filed in the County Clerk's office. The focal point of their review is to help ensure the responsible subdivision of land and subsequent construction with respect to sewage disposal and water supply, whether public or private.

- An applicant should contact the Health Department as early in the planning stages as possible. Health Department laws and policies dictate procedures to be followed for every subdivision of land that is being filed, regardless of the size or type of the project

(from single lot creation to large subdivisions with hundreds of lots). The Health Dept. recommends Licensed Land Surveyors email a copy of the proposed plan to jtill@ongov.net for review prior to preparing final plans for signature.

- Contact the Bureau of Public Health Engineering at 315-435-6600 to discuss Health Dept. requirements for subdivision plan endorsement.

4. Three Mile Limit Review, Street Names & Street Addresses

This step is required in order to ensure that your subdivision map shows the proper street names and street addresses.

- First determine whether or not your subdivision is within three miles of the City of Syracuse; see map below or call 448-8640 if you need help with this determination. Note that the following towns are entirely outside the three mile limit: Elbridge, Fabius, Lysander, Marcellus, Otisco, Pompey, Skaneateles, Spafford, Tully, and Van Buren. **NOTE: ALL VILLAGES ARE CONSIDERED TO BE OUTSIDE THE 3 MILE LIMIT**
- If your subdivision is **WITHIN** the three mile limit, contact the City Zoning Dept. at 448-8640
- If your subdivision is **OUTSIDE** the three mile limit, you must call 435-2611 to have a compliance letter issued by the Syracuse Onondaga County Planning Agency, 11th Floor of the John H. Mulroy Civic Center.



5. Certification of Real Property Tax Status

- If the subdivision is outside of the City of Syracuse, a private abstract/title company must provide certification that all real property taxes have been paid. Some companies have offices in the County Clerk's Office, on the second floor of the Onondaga County

Court House. Any private abstract/title company can provide the certification.

- If the subdivision is in the City of Syracuse, the City Finance Department will provide the certification. Contact Room 110 City Hall, call 448-8300.

6. File your map at the Onondaga County Court House

This is the final step in the subdivision process. Approved subdivision maps are to be filed with the County Clerk, Room 200, Onondaga County Court House, 401 Montgomery St., Syracuse. The filing fee is \$10.00. For more information call 435-2226/2227.

7. Subdivision Map Requirements

A. The subdivision map must be:

- Printed in black ink on either linen, cloth backed paper, or Mylar.
- No larger than thirty-six by forty-four inches (36"x 44").
- Clear and legible for reproduction. (No folded or bent maps).
- Signed in either blue or black ink by all required officials. Only original signatures are acceptable.
- All stamps must be in black ink.

-OR-

- Maps can now be electronically submitted to the Onondaga County Clerk's Office pursuant to NYSRP Law §334 (2-a). Electronic map submissions is consensual at this point. However, the law allows us to make it mandatory if we prefer to.
- They can be submitted through one of the approved e-recording vendors that are already used for the e-recording of land documents.
- Maps can be either a PDF-A or TIFF format for electronic submission. Please bear in mind that more color will mean slower upload and download times.
- Maps must be in a minimum of 300 dpi/ppi and maximum of 600 dpi/ppi.
- Maps must have a tag embedded in the code of the file properties so that printing of the map will result in print to original size and scale.
- **MAPS SUBMITTED FOR ELECTRONIC FILING MUST CONTAIN ALL AUTHORIZATION STAMPS FROM EACH REQUIRED AGENCY AND BE ACCOMPANIED BY A LETTER FROM THE PLANNING DEPARTMENT.**

B. The subdivision map must include the following information:

- Tract name (cannot be Farm Lot or Military Lot)
- Property location by town, city or village
- Farm/Military Lot and/or block numbers
- North arrow
- Certificate of Licensed Land Surveyor: "We (or I) hereby certify that this is an accurate subdivision plat prepared by us (or me) on (date). This subdivision plat meets the current standards stated in the NYSAPLS Code of Practice for Land Surveys pertaining to All Boundary/Title Surveys. The subdivision boundary closure is (boundary closure precision). This map is not valid without the original seal of the surveyor."

C. Onondaga County subdivision map standards required for filing:

- Each new lot will have a definite designation number or letter per the new map.
- Each amended lot will have a definite designation per the new map to avoid confusion with the original lot designation as shown on a previous subdivision map (e.g. Lot 10 becomes Lot 10A).
- Existing parcels or lots to be added to or subtracted from will have a definite designation per the new map depicting all necessary conveyances.
- Each line or curve of all new or amended lots must clearly show all necessary geometry.

- Shorelines will have a tie line with geometry for closure.
- The map shall have absolutely no disclaimers preventing the use of said map as a legal descriptor for any new or amended lot or lots shown.
- All amended maps or resubdivision maps must recite which existing map # they are amending & clearly describe which lots or areas are being amended & why.

"Syracuse-Onondaga County Guide to the Subdivision Process"

Revised 1/9/2012 by M. Ann Ciarpelli, John Swayze, Terry Morgan, Jeffrey Till, William Kehoe & Kathleen Guthrie

Revised 6/24/2020 by Onondaga County Clerk Lisa Dell

Revised 7/16/2020 by Allison Bodine

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: _____

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

TOWN OF POMPEY ZONING BOARD OF APPEALS

APPLICATION FOR VARIANCE OR APPEAL OF

ZONING INSPECTOR'S DETERMINATION

ACTION: THIS SECTION TO BE COMPLETED BY MUNICIPAL OFFICIAL

DATE SUBMITTED: _____ PUBLIC HEARING DATE: _____

APPLICATION FEE: _____ DEVELOPMENT FEE: _____ DATE PAID: _____

DATE ACTED ON: _____ APPROVED: _____ DENIED: _____

APPLICANT: (IS APPLICANT THE OWNER, CONTRACT PURCHASER, LESSEE OR OTHER?)

NAME: _____

ADDRESS: _____

TELEPHONE NO: _____

SURVEYOR: (IF ANY INVOLVED)

ENGINEER: (IF ANY INVOLVED)

NAME _____

NAME _____

ADDRESS _____

ADDRESS _____

TELEPHONE NO. _____

TELEPHONE NO. _____

PROPERTY LOCATION:

PROPERTY INFORMATION:

STREET ADDRESS _____ ZONING CLASSIFICATION _____

TAX MAP NO. _____ OTHER ZONING CLASSIFICATION WITHIN 200 FEET _____

LOCATED IN DESIGNATED FLOOD ZONE _____ LOCATED WITHIN 100 FT WETLAND.

DESCRIBE SUBJECT OF APPEAL OR VARIANCE REQUESTED:

(INCLUDE ZONING LAW REFERENCE PERTINENT TO APPLICATION)

**DESCRIBE HOW STRICT APPLICATION OF THE LAW WOULD PRODUCE UNDUE
HARDSHIP:**

**DESCRIBE HOW THE HARDSHIP CREATED IS UNIQUE AND IS NOT SHARED BY ALL
PROPERTIES IN THE IMMEDIATE VICINITY OF THE PROPERTY:**

**DESCRIBE HOW A VARANCE WOULD OBSERVE THE SPIRIT OF THE ZONING LAW
AND WOULD NOT CHANGE THE CHARACTER OF THE DISTRICT:**

THE UNDERSIGNED HEREBY REQUEST APPROVAL BY THE TOWN OF POMPEY
PLANNING BOARD AND/OR ZONING BOARD OF APPEALS OF THIS APPLICATION.

SIGNATURE _____ DATE: _____

THE UNDERSIGNED HEREBY CONSENTS TO ALLOW REPRESENTATIVES OF THE
TOWN OF POMPEY TO GO ON OR ABOUT THE SUBJECT PROPERTY FOR THE
PURPOSES OF INSPECTION IN CONNECTION WITH THIS APPLICATION.

APPLICANT 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?			NO
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.			YES
2. Does the proposed action require a permit, approval or funding from any other government Agency?			NO
If Yes, list agency(s) name and permit or approval:			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?	NO	YES	
If Yes, identify: _____	☐	☐	
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?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____ _____	☐	☐	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____ _____	☐	☐	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____ _____	☐	☐	
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?	NO	YES	
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?	☐	☐	
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?	NO	YES	
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: _____ _____ _____			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☐ Urban ☐ Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO ☐	YES ☐
16. Is the project site located in the 100-year or 500-year flood plain?	NO ☐	YES ☐
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO ☐	YES ☐
a. Will storm water discharges flow to adjacent properties?	☐	☐
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	☐	☐
If Yes, briefly describe: _____ _____		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)?	NO ☐	YES ☐
If Yes, explain the purpose and size of the impoundment: _____ _____		
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?	NO ☐	YES ☐
If Yes, describe: _____ _____		
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?	NO ☐	YES ☐
If Yes, describe: _____ _____		
21. Is the project located within, or within ½-mile of, a disadvantaged community?	NO ☐	YES ☐
If No, could impacts from the project affect a disadvantaged community?	☐	☐
If Yes to either question in 21, answer the following question: a. Identify the potential pollution impacts of the project, either direct or indirect, that may occur within the disadvantaged community (e.g., wastewater discharges, air emissions, noise, odors, solid or hazardous waste generation or management):		
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		