

TOWN OF CHAMPLAIN
APPLICATION FOR SUBDIVISION REVIEW

GENERAL INFORMATION

Applicant (Subdivider) _____ Owner (if different) _____
Address _____ Address _____

Telephone _____ Telephone _____
Date _____

INSTRUCTIONS

- 1) Type or print neatly.
- 2) Complete all blanks.
- 3) Submit completed application, copy of deed, copy of tax map sketch plan, survey/subdivision plat, existing and proposed conditions, details and all information as required by the subdivision ordinance.
- 4) In the case of a major subdivision, please submit applicable Clinton County Health Department permits or application for applicable permits.
- 5) The application will be reviewed by the Zoning Enforcement Officer for completeness and verification that all required information is provided.
- 6) All applications and accompanying documents must be submitted to the Zoning Department ten (10) days prior to the scheduled Planning Board meeting.
- 7) Fee schedule:
 - a. Minor Subdivision (1 - 4) \$35.00 per lot
 - b. Major Subdivision (5 - up) \$60.00 per lot
- 8) Attendance by applicant or representative is required at the scheduled Planning Board meeting for any action to be taken.

Note: A subdivision review request cannot be placed on the Planning Board agenda until the Zoning Enforcement Office certifies the submittal is complete and contains all the information that is required.

Application Fee _____
Application Number _____
Status of Subdivision _____
Sketch Plan _____

A copy of the subdivision ordinance is available upon request.

Compliance with Zoning Ordinance _____ Date _____
Zoning Enforcement Officer

Completeness of Application _____ Date _____
Zoning Enforcement Officer

SUBDIVISION INFORMATION

- 1) Plans prepared by (name, address, and phone of Licensed Land Surveyor or Engineer): _____

Title of Plans: _____
Drawing Number: _____
Date of Plans: _____
Number of Sheets: _____
- 2) Location of Land to be subdivided:
Street Address: _____
Tax Number of Parcel(s): _____
- 3) Existing proposed easements and any proposed covenants: _____

- 4) Total site area (square feet or acres): _____
- 5) Has this parcel been previously subdivided? _____
- 6) Proposed type of development:
a) single family residential:
Conventional – Number of Lots _____
Modular – Number of Lots _____
Single, Double-Wide, or other manufactured housing – Number of Lots _____
- 7) Have you prepared a Master Plan? _____
- 8) Current Zoning Classification _____
- 9) Current land use of site: _____
- 10) Current condition of site (building, brush, etc.): _____
- 11) For subdivision involving extension of public street or utilities:
a) Start of construction and duration _____
b) Will development be staged? _____ If yes, explain _____
- 12) List any requested exceptions to the requirements of the Subdivision Ordinance _____

- 13) The undersigned hereby requests approval by the Planning Board of the above identified subdivision plat:
Signature _____
Print _____

617.20
Appendix B
Short Environmental Assessment Form

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 which 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 governmental 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, adjoining and near the proposed action.			
☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban) ☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other (specify): _____ ☐ Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
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 service(s) available at or near the site of the proposed action?			
c. Are any pedestrian accommodations or bicycle routes available on or near 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 Yes, does the existing system have capacity to provide service? 0 NO 0 YES] If No, describe method for providing potable water:	NO	YES	
11. Will the proposed action connect to existing wastewater utilities? [If Yes, does the existing system have capacity to provide service? 0 NO 0 YES] If No, describe method for providing wastewater treatment:	NO	YES	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	NO	YES	
b. Is the proposed action located in an archeological sensitive area?			
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: 0 Shoreline 0 Forest 0 Agricultural/grasslands 0 Early mid-successional 0 Wetland 0 Urban 0 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 flood plain?	NO	YES	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? 0 NO 0 YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: 0 NO 0 YES	NO	YES	

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size:	NO	YES
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe:	NO	YES
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe:	NO	YES
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name:		Date:
Signature: _____		