

SUBDIVISION APPLICATION CHECKLIST

Address of Proposed Subdivision: _____

Section: _____ Block: _____ Lot(s): _____

Owner: _____

Owner's Address: _____

Owner's 24-hour Emergency Contact Phone Number: _____

**THE DESIGN PROFESSIONAL MUST CHECK ALL BOXES BELOW TO CONFIRM THAT THE
REQUIRED ITEMS ARE ATTACHED AND/OR INDICATED ON THE PLAN(S).**

- 1) Five paper sets of the application & plans **AND one electronic file (single file PDF only), IN THE ORDER OF THIS CHECKLIST.** _____

IF YOU CHOOSE TO SUBMIT THIS ENTIRE APPLICATION ELECTRONICALLY (INCLUDING ALL PLANS AND DOCUMENTS REQUIRED) FOR EXPEDITED ELECTRONIC REVIEW, PLEASE EMAIL BUILDINGDEPT@BAYVILLENY.GOV FOR INSTRUCTIONS

- 2) Survey, signed and sealed, SHOWING ALL EXISTING STRUCTURES and delineating all flood zones, if applicable. _____

- 3) Detailed zoning analysis, reflecting the required, existing, and proposed zoning conditions. _____

- 4) Completed Short Environmental Assessment Form. _____

- 5) Is the proposed activity located within a Coastal Erosion Hazard Area? YES NO

a) If yes, the Coastal Assessment form is filled out entirely and attached. _____

- 6) Is the proposed activity 300' or less from a Tidal Wetland boundary? YES NO

a) If yes, the N.Y.S.D.E.C. Joint Application Form has been filled out entirely and a copy attached, and I acknowledge that no permits will be granted until such applications are approved by the appropriate agencies. _____

7) Is the proposed activity defined as a *Land Development Activity* as per Village of Bayville Code §63B-6?

YES NO

a) If yes, a Stormwater Pollution Prevention Plan (SWPPP) has been prepared in accordance with Village of Bayville Code §63B and is attached. _____

8) The preliminary layout includes and clearly reflects all items required under §66-17 including:

- (a) The location of the property with respect to surrounding property and streets. There shall also be included a map at a scale of one inch equals 400 feet showing all streets and property within 1,000 feet of the property of the applicant. All property held by the applicant in the area should be identified. _____
- (b) The location and approximate dimensions of all existing property lines, including the entire area proposed to be subdivided and the remainder of the tract owned by the subdividing owner. _____
- (c) The pertinent features, such as existing structures, streets, railroads, water bodies, streams, swamps and large trees, that may influence the design of the subdivision and topography at a contour interval of not more than five feet, unless waived by the Planning Board. _____
- (d) The location, width and approximate grade of all proposed streets. Approximate elevations shall be shown at the beginning and end of each street, at street intersections and at all points where there is a decided change in the slope or direction. _____
- (e) The approximate location, dimensions and area of all proposed or existing lots. _____
- (f) The approximate location and dimensions of all property proposed to be set aside for playground or park use. _____
- (g) The names of all adjoining property owners of record or the names of adjoining developments. _____
- (h) The name and address of the owner or owners of land to be subdivided, the name and address of the subdivider, if other than the owner, and the name of the land surveyor. _____
- (i) The date, approximate true North point and scale. _____

- (j) Proposed provision of water supply, fire protection, disposal of sanitary waste, stormwater drainage, street trees, streetlighting fixtures, street signs and sidewalks, data on which must be available for consideration at this stage._____
- 9) I understand and recognize that I will be required to submit Subdivision Plat(s) and Construction Detail Sheet(s), pursuant to §66-18, if my preliminary layout receives tentative approval._____

As per NYS General Municipal Law §239-m, all applications will be submitted to the Nassau County Planning Commission and require said Commission's action prior to scheduling of hearings.

I understand that the Village is relying on the accuracy of the information provided herein. I affirm this application is a true statement of conditions at the subject address. By submitting this application, I acknowledge and agree that I am a New York State Licensed Professional Engineer or Registered Architect and have the approval of the property owner to submit this application. I understand that my failure to submit any of the above required documentation will result in my application being delayed until the documentation is submitted, and the application is complete. I acknowledge that any future change to any approved site development plan will require approval.

Licensed Design Professional

Business / Corporation: _____

Name: Last: _____ First: _____

License Number: _____

Address: Street: _____ City: _____

State: _____ Zip: _____

Phone: _____ Email: _____
By my stamp and signature, I certify that I have read and understand the relevant sections of the Village of Bayville Zoning Code and that the information provided on this form is accurate and based upon Chapter 66 of the Village of Bayville. I understand that the Village of Bayville Building Department relies on the accuracy of this information in determining the zoning compliance of the subject application.

I HAVE READ THE FOREGOING AND UNDERSTAND THAT ANY FALSE STATEMENTS MADE THEREIN ARE PUNISHABLE AS A CLASS A MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW.

Date: _____

(ELECTRONIC, DIGITAL, OR HANDWRITTEN)
Signature

Licensed Design Professional Stamp
and Original Signature must
appear here.

INCORPORATED VILLAGE OF BAYVILLE

PLANNING BOARD APPLICATION

The Applicant shall furnish the Planning Board with the following information:

1. The Application, as well as Preliminary layouts, Property Deed, Survey and Topographical map showing contours (prepared by a licensed surveyor), and Radius maps must be submitted with four copies. Sample radius map is on page 4 of the Application.
2. A filing Fee of \$300.00 must accompany this Application. If the Applicant subsequently elects not to file an Application for approval of the subdivision plot, one half of the fee shall be returned.
3. The Disclosure affirmation must be properly executed
4. Your signature must appear where required.
5. A SEQR form must be completed for any proposed subdivision. If an internal roadway is proposed, the long form must be used. If there is no road in the proposed subdivision, the short form may be used.
6. ALL QUESTIONS MUST BE ANSWERED.

IF YOU CHOOSE TO SUBMIT THIS COMPLETED APPLICATION INCLUDING PLANS AND ALL OTHER DOCUMENTS FOR EXPEDITED ELECTRONIC REVIEW PLEASE EMAIL BUILDINGDEPT@BAYVILLENY.GOV

THE APPLICANT IS RESPONSIBLE FOR LEGAL, AND/OR CLERICAL FEE, AND ENGINEERING FEE. AN INITIAL FEE ESCROW FEE OF \$1500.00 IS REQUIRED UPON SUBMISSION OF THIS APPLICATION.

THE APPLICANT IS ALSO RESPONSIBLE FOR ANY FEES THAT ARE IN EXCESS OF THIS \$1500.00, BEFORE FINAL APPROVAL WILL BE GRANTED OF THE APPLICATION.

IN THE EVENT THAT THE WORK IS DISCONTINUED, THE APPLICANT IS STILL RESPONSIBLE FOR ANY AND ALL FEES.

INCORPORATED VILLAGE OF BAYVILLE

PLANNING BOARD APPLICATION

OFFICE USE ONLY

CASE NO. P-

FEE PAID ON_____.

PRELIMINARY APPROVAL/DENIAL GRANTED_____

FINAL APPROVAL/DENIAL GRANTED_____

If applicable - date 1/2 fee returned

DATE LINEN SIGNED_____

.....
APPLICANT:_____

OWNER:_____

ADDRESS:_____

ADDRESS:_____

TELEPHONE:_____

TELEPHONE:_____

ATTORNEY:_____

LAND SURVEYOR/ENGINEER

ADDRESS:_____

ADDRESS:_____

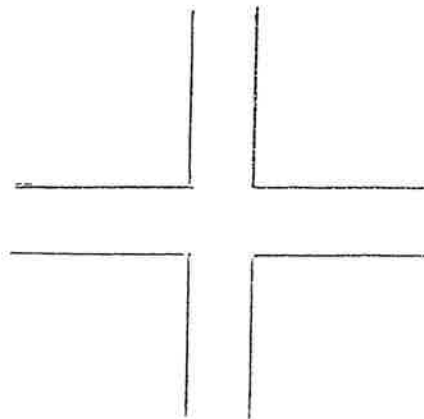
TELEPHONE:_____

TELEPHONE:_____

SECTION: _____
BLOCK : _____
LOT : _____
ZONE: : _____

LOCATE BY STREETS

1.



INCORPORATED VILLAGE OF BAYVILLE
PLANNING BOARD APPLICATION

1. The present property parcel consists of _____ lot(s) with a total area of _____ Square feet.
2. The proposed subdivision will consist of _____ lots, The area of each lot is A _____ B _____ C _____ sq.ft.
3. Deed or Deeds were recorded in the Nassau County Clerk's Office on:
Date: _____ Liber: _____ Page: _____
4. Present easements or other restrictions on the property. (Attach statement)
If there are none, so state. _____.
5. Does the Applicant propose to submit the entire area as one final subdivision plat, or file one section at a time? _____
6. Description of current property (buildings, empty lot) and proposed change to current configuration _____

7. A site plan shall be presented with the following items noted:

- Approximate size of the structure(s) and location on proposed subdivision.
- Number of bedrooms
- Location and details of drainage system and septic system, and calculations conforming to Nassau County Department of Health standards.
- Accessory structures and fences.
- Location of driveway and walkways.
- Sufficient grading information should be shown to assure that all storm water is retained on the site and handled by the drywells.
- On sites with slopes greater than 5%, show all existing and proposed grades.
- A test hole must be completed on the site that could provide the depth of the groundwater. Groundwater depth must be verified before a drainage system can be approved. The Planning Board must be notified, so they can notify the Village Engineers, when the test hole is being conducted so that the Engineers can witness and verify the soil type and the groundwater depth.
- Calculations showing how the septic system was sized and designed. And the correct amount of leeching pools required by the Nassau County Health Department regulations.

8. Names and addresses of abutting property owners and all property owners

Within a 200 foot radius of the perimeter of the subject property.

You are required to make copies of the public notice you will receive from the Clerk of the Planning Board, and mail them by certified mail, return receipt requested, to all property owners within a 200 foot radius of the perimeter of the subject property. These notices must be mailed no later than 10 days prior to the date of the Public Hearing. Immediately upon mailing, you must execute an affirmation of mailing_____to the fact that you mailed the notices, the date you mailed them and the post office where you mailed them. This affirmation must be sent to the Clerk of the Planning Board ten (10) days prior to the date of the Hearing. The night of the Hearing you are to submit all green receipts received from the Post Office showing these letters have been received by the property owners.

(IF RE-PUBLICATION IS NECESSARY, THE COST OF IT WILL BE AT THE APPLICANT'S EXPENSE.)

(Note: General Municipal Law of the State of New York, Section 809 **requires** the filing of the following completed Disclosure Statement)

DISCLOSURE STATEMENT

_____ affirms and says:
(Name of Applicant/Declarant)

1. FOR INDIVIDUAL

a. I am over the age of 18 and reside at _____

b. I am _____ of the property designated as
(owner/contract vendee - cross out one)
Section _____ Block _____ Lot(s) _____ on the Nassau County Land and Tax Map which forms the subject matter of this application and am fully familiar with all the facts and circumstances hereinafter set forth.

1. FOR CORPORATION

a. I am the _____ of _____
(Office Held) (Name of Corp.)
and am fully familiar with all the facts and circumstances hereinafter set forth.

b. The business address of _____ is
(Name of Corp.)

c. Said corporation was incorporated under and pursuant to the _____
_____ Law of the State of _____ and is the _____ of the
property designated as Section _____ Block _____ Lot(s) _____ on the Nassau County Land and
Tax Map which forms the subject matter of this application.

d. The following are the names and residences of each officer, director and
shareholder: (Set forth names, residences and relationship to corp.) (Add page, if necessary.)

e. The corporate stock of said corporation has not been pledged to any person nor
has any agreement been made to pledge the said stock: (except: If any, set forth details on added page.)

1. FOR PARTNERSHIP or LIMITED LIABILITY COMPANY ("LLC")

a. I am a _____ of _____
(Partner, Member, Joint Venturer, etc.) (Name of Partnership or LLC)
and am fully familiar with all the facts and circumstances hereinafter set forth.

b. The above partnership/LLC was established in _____
(Place)
on _____ and is the _____ of the property designated
(Date) (Owner or Contract Vendee)
Section _____, Block _____, Lot(s) _____ on the Nassau County Land and Tax Map which
forms the subject matter of this application.

c. The following are the names, addresses and interests, respectively, of all partners
or members (joint venturers, etc.) (Add page, if necessary):

2. There are no encumbrances or holders of any instruments creating an encumbrance upon the subject property (except: If any, set forth details.)

3. Neither deponent nor any other person mentioned in this statement is a Village officer or employee or is related to a Village officer or employee. (except: If any, set forth details.)

4. No State Officer or employee or local municipal officer or employee in the Nassau County or his spouse or a person by consanguinity related to either of them within the third degree is (are) the Applicant(s) or an officer, director or employee of the Applicant(s), or legally or beneficially owns or controls the corporate stock of the Applicant(s) or is a partner of the Applicant(s) or associated with the Applicant(s) in a joint venture or has an agreement with the Applicant(s), expressed or implied whereby his compensation for services is to be dependent or contingent upon the favorable exercise of discretion in the granting of the application herein. (except: If any, set forth details.)

5. In the event there is any change in the matters set forth herein prior to the public hearing relating to the property affected hereby, deponent(s) will file with the Village a supplemental statement indicating the details of such change within 48 hours of such change.

I HAVE READ THE FOREGOING AND UNDERSTAND THAT ANY FALSE STATEMENT MADE THEREIN ARE PUNISHABLE AS A CLASS A MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW.

Date

Applicant(s) Declarant(s) Signature(s)
(ELECTRONIC, DIGITAL, OR HANDWRITTEN)

PERMISSION TO INSPECT PROPERTY

"I hereby authorize: the members of the Board of Appeals, the Building Inspector, and/or the Village Engineer, to enter upon and inspect my property located at:

Upon reasonable notice given, prior to the Board of Appeals rendering a determination with regard to this application."

(Date)

(Signature of Property Owner)

(ELECTRONIC, DIGITAL, OR HANDWRITTEN)

AFFIRMATION OF SERVICE BY MAIL

_____, affirms and says:

On (date) _____, I served the individuals on the attached

listing at the addresses as shown on said listing, the Notice of Hearing

for Case #Z (fill in case #) _____ as issued by the Zoning Board

of Appeals of the Incorporated Village of Bayville, by depositing a true copy of said Hearing

Notice which was enclosed in a post-paid, properly addressed envelope, with the notation,

“Certified Mail, Return Receipt Requested”, in an official depository under the exclusive care

and custody of the United States Postal Service, which official depository is located at

(Address of Post Office) _____.

I HAVE READ THE FOREGOING AND UNDERSTAND THAT ANY FALSE STATEMENTS MADE THEREIN ARE PUNISHABLE AS A CLASS A MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW.

Date: _____

(ELECTRONIC, DIGITAL, OR HANDWRITTEN)
Signature

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 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	YES
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.			☐	☐
2. Does the proposed action require a permit, approval or funding from any other government Agency?			NO	YES
If Yes, list agency(s) name and permit or approval:			☐	☐
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, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO ☐ ☐	YES ☐ ☐	N/A ☐ ☐
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? 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?	NO ☐ ☐ ☐	YES ☐ ☐ ☐	
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 ☐ ☐	

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 flood plan?	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)? If Yes, explain the purpose and size of the impoundment: _____	NO ☐	YES ☐

49. 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 CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		

Project:

Date:

Short Environmental Assessment Form

Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Project:

Date:

Short Environmental Assessment Form

Part 3 Determination of Significance

For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Name of Lead Agency

Date

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from Responsible Officer)