

APPLICATION for a SUBDIVISION

Applicants please note:

*Applications are due by the second Monday of the month.

*A public hearing will be scheduled for the month following receipt of the application, allowing time for the Town of Eaton Planning Board to receive the Madison County Planning Board report.

*General Municipal Law 239m requires that most applications received locally be submitted to the Madison County Planning Board for review and recommendation.

*The County has 30 days from their receipt of the application to respond to the local board.

*The Planning Board will not make a decision until they receive the County review and recommendation.

*If a variance is needed the Planning Board will not make a decision until the variance is granted.

OFFICIAL USE ONLY

Date received by Town Clerk _____

Date of Action _____

Date sent to Board members _____

Action Taken _____

Date of Hearing _____

Date _____

Name of subdivision, if applicable _____

Location of property _____

Tax Map # _____ Acreage _____ Number of existing lots _____ Number of Proposed lots _____

Easements or other restrictions on property _____

Surveyor/Engineer: Name: _____ Lic. # _____

Phone _____ Mailing address _____

Applicant name _____ Phone number _____

Address _____

I, the undersigned, hereby request approval by the Town of Eaton Planning Board of the above identified subdivision.

(Applicant signature)

(Date)

Owner of record of property (if different from applicant) _____

Address _____

Relationship of applicant to property _____

As owner of record, I hereby give my consent for this application for a subdivision:

(Signature of owner of record)

ARTICLE 4 —MINOR SUBDIVISION

Section 410. Information Required For Minor Subdivisions

The following shall be submitted with applications for approval of a Final Plat for a minor subdivision:

1. Name and address of subdivider and professional advisers, including license numbers and seals.
2. Two copies of the minor subdivision Plat, one each to be submitted to the County Clerk and the Town Clerk, drawn with ink on cloth, plus two paper copies. The Plat map (drawn by a licensed surveyor at a scale of one inch to 100 feet, unless otherwise specified by the Planning Board) shall contain the following information:
 - a. Subdivision name, scale, north arrow, and date;
 - b. Subdivision boundaries;
 - c. Contiguous properties and names of owners;
 - d. Total acreage of subdivision and number of lots proposed
 - e. Existing roads, utilities, and structures;
 - f. Water courses (including all FEMA Federal Flood Insurance Hazard Areas), marshes (including DEC-designated wetlands), wooded areas, and other significant physical features on or near the site;
 - g. Proposed pattern of lots, including lot widths and depths, road layout, open space, drainage, sewerage, and water supply;
 - h. Land contours at twenty-foot intervals or less, as required by the Planning Board;
 - i. Reference to all existing and/or proposed restrictions on the land (also see #4 below);
 - j. The location of each perc test hole and deep hole test on each lot with identification numbers and a corresponding table containing the test data (the table can be attached to the map on a separate sheet of paper);
 - k. Any other conditions requested by the Planning Board.
3. One copy of appropriate tax parcel map(s) to enable the entire tract to be shown on one sheet and to show proposed subdivision's location in relation to surrounding parcels and the nearest street intersection.

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4. Complete text of all existing and/or intended restrictions on the use of land including easements, covenants, and zoning.
5. Building types and approximate size and cost, if known.
6. SEQR Environmental Assessment Form (EAF); Full or Short form as required by the Planning Board (Appendix A).
7. On-site sanitation and water supply facilities shall be designed to meet the specifications of the State Department of Health, and a statement to this effect shall be made on the application.
8. A statement of all lands owned by applicant within 2000 feet of property under consideration and a brief description of future development plans for any of these lands, if known.
9. For all proposed lots fronting on State or County highways or Town roads, written confirmation from either the NYS Department of Transportation, Madison County Highway Department, or Town Highway Superintendent, as appropriate, that the frontage of all such proposed lots in the subdivision would allow location of a driveway providing safe highway access.
10. Additional information as deemed necessary by the Planning Board.
11. Any required fees.

Section 420. Waiver of Submission Requirements

When an application concerns a minor subdivision of uncomplicated nature, such as a small subdivision along an existing road that requires no installation of public facilities, the Planning Board may waive certain submission requirements.

ARTICLE 5—MAJOR SUBDIVISION

Section 510. Preliminary Plat, Major Subdivision

The following shall be submitted with all applications for approval of a Preliminary Plat for a major subdivision:

1. Name and address of subdivider and professional advisers, including license numbers and seals
2. Three copies of the Preliminary Plat map, drawn to scale. The map scale shall be one inch to 100 feet, unless otherwise specified by the Planning Board, including:
 - a. Subdivision name, scale, north arrow, and date;
 - b. Subdivision boundaries;
 - c. Contiguous properties and names of owners;
 - d. Total acreage of subdivision and number of lots proposed.
 - e. Existing and proposed roads, utilities, and structures;
 - f. Water courses, (including all FEMA Federal Flood Insurance Hazard Areas), marshes (including DEC-designated wetlands), wooded areas, and other significant physical features on or near the site;
 - g. Proposed pattern of lots, including lot widths, depths, and areas, with lot identification numbers;
 - h. Proposed road layout, open space, drainage, sewerage, and water supply;
 - i. Land contours at twenty-foot intervals or less, as required by the Planning Board;
 - j. All parcels of land proposed to be dedicated to public use and the conditions of such use (if desired, conditions can be referenced on map and detailed as an addendum on a separate sheet of paper);
 - k. Reference to all existing and/or proposed restrictions on the land (also see #4 below);
 - l. The location of each perc test hole and deep hole test on each lot with identification numbers and a corresponding table containing the test data (the table can be attached to the map on a separate sheet of paper); and
 - m. Any other conditions requested by the Planning Board.

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3. Copy of appropriate tax parcel map(s).
4. Complete text of all existing and/or proposed restrictions on the use of land including easements, covenants, and zoning.
5. Building types and approximate size and cost (if determined).
6. Grading and landscaping plans.
7. The width and location of any roads or public ways and the width, location, grades, and road profiles of all roads or public ways proposed by the developer.
8. The approximate location and size of all proposed waterlines, hydrants, and sewer lines, showing connection to existing lines.
9. Drainage plan indicating profiles of lines or ditches and drainage easements on adjoining properties.
10. Preliminary plans, drawn to scale and including cross-sections, showing sidewalks, road lighting, roadside trees, curbs, water mains, sanitary sewers, storm drains, the character, width and depth of pavements and sub-base, and the location of any underground cables or other utilities.
11. Preliminary designs for any bridges or culverts.
12. An actual field survey of the boundary lines of the tract, giving complete description of bearings and distances, made and certified by a licensed surveyor. The corners of the tract shall also be marked by monuments of such size and type as approved by the Planning Board, shown on the Plat.
13. Environmental Assessment Form (SEQR Full Form, Appendix A) and a Draft Environmental Impact Statement, if required.
14. Where the preliminary layout submitted covers only a part of the subdivider's entire holding, a sketch of the prospective future road and drainage system of the unsubdivided part shall be submitted for study to the Planning Board.
15. Other properties owned by applicant within 2000 feet of property proposed for subdivision.
16. For all proposed lots fronting on State or County highways or Town roads, written confirmation from either the NYS Department of Transportation, Madison County Highway Department, or Town Highway Superintendent, as appropriate, that the frontage of all such proposed lots in the subdivision would allow location of a driveway providing safe highway access.
17. Additional information as deemed necessary by the Planning Board.
18. Any required fees.

Section 520. Final Plat. Major Subdivision

The following shall be submitted with all applications for approval of a Final Plat for a major subdivision:

1. Two copies of the minor subdivision Plat, one each to be submitted to the County Clerk and the Town Clerk, drawn with ink on cloth, plus two paper copies. The map scale shall be one inch to one hundred (100) feet unless otherwise specified by the Planning Board. The following items need to be shown on the Plat:
 - a. Proposed subdivision name and the name of the town and county in which the subdivision is located;
 - b. Name and address of owner of record and subdivider;
 - c. Name, address, license number, and seal of the surveyor and/or engineer;
 - d. The boundaries of the property, locations, graphic scale, and true north point.
 - e. Road lines, pedestrian ways, lots, easements and areas to be dedicated to public use;
 - f. Sufficient data (lengths, bearings, radii, central angles of curves, etc.) acceptable to the Planning Board to determine readily the location, bearing and length of every road line, lot line, and boundary line; such data shall be sufficient to allow for the reproduction of such lines on the ground;
 - g. Location of permanent reference monuments shall be shown ;
 - h. Reference to any deed restrictions or proposed easements and any land maintenance covenants;
 - i. Approval of the State/County Health Department of water supply systems and sewage disposal systems proposed or installed.
2. All offers of cession and any covenants governing the maintenance of unceded open space shall bear the certificate of approval of the Town Attorney as to their legal sufficiency.
3. An approved Environmental Impact Statement, if required.
4. Construction drawings, drawn to scale by a licensed engineer, including plans, profiles, and typical cross sections, as required, showing the proposed location, size, type and name of roads, sidewalks, road lighting standards, roadside trees, curbs, water mains, sanitary sewer or septic systems, storm drains or ditches, pavements and sub-base, and other facilities.

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5. Evidence of legal ownership of property.
6. Deed restrictions, existing and proposed in form for recording.
7. A certificate by the Codes Enforcement Officer certifying that all infrastructure and improvements have been installed by the developer in accordance with requirements of these regulations and with the action of the Planning Board giving approval of the Preliminary Plat or, alternatively, a written security agreement with the town, approved by the town board and approved by the town attorney as to the form, sufficiency and manner of execution as detailed in Article 7 herein.
8. Any other data such as certificates, affidavits, endorsements or other agreements as may be required by the Planning Board in enforcement of these regulations.

Section 530. Waiver of Submission Requirements

When an application concerns a subdivision of uncomplicated nature, such as a small subdivision along an existing road that requires no installation of public facilities, the Planning Board may waive certain submission requirements.

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 _____ acres			
or controlled by the applicant or project sponsor?			
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: _____			

Two mylar copies of the final map must be submitted for the signature of the Planning Board Chairperson. (Please have 1 mylar copy sized 8 ½” by 11” for filing in the Town record.)

The owner/applicant must sign both copies of the map prior to submission to the Planning Board Chairperson for signature.

The following statement must be printed on the final copies:

This Subdivision was approved by the Town of Eaton Planning Board. All Town of Eaton laws, ordinances and regulations in effect when any building upon this land is contemplated, must be complied with prior to building on this land.	

<u>APPROVED:</u>	
_____ Town of Eaton Planning Board Chairperson	_____ Date
<u>APPROVED:</u>	
_____ Owner	_____ Date

After the Planning Board Chairperson has signed both maps, both copies must be picked up and taken to the County Office Building in Wampsville. One copy will be filed there. One copy (8 ½” x 11”) will receive a sticker with information concerning the filing with the County. This copy, with sticker, must returned to the Town of Eaton for filing at the Town Office Building.