



TOWN OF MOUNT PLEASANT SUBDIVISION APPLICATION INSTRUCTIONS



The Town of Mount Pleasant Planning Board meetings are held twice a month, on the first Thursday and third Monday, at 7:30 PM at the Town Hall, One Town Hall Plaza, Valhalla, NY.

New submission deadline is 21 days prior to the Planning Board meeting. New subdivision applications that have been deemed complete will be placed on the agenda in the order they are received.

Pre-Submission:

Prior to the formal submission of the subdivision, a pre-submission conference may be conducted with the Town Planning Consultant. This conference will serve to educate the applicant on the process he/she must follow, clarify the information required to submit a complete subdivision application, and to highlight any specific areas of concern. You may arrange a pre-submission conference through the Planning Board Secretary at (914) 742-2327. \$150 fee due at time of each meeting. Make checks payable to the *Town of Mount Pleasant*.

Submission Requirements:

At least 21 days prior to the Planning Board meeting, the subdivision application shall be submitted to the Planning Board Secretary as follows:

3 collated sets of the application package and a USB in .pdf format that includes all submitted materials. All subdivisions shall be signed, sealed and folded with the title box legible. The application package shall include:

- Subdivision and supporting plans, as established during the pre-submission conference.
- Subdivision application form signed and notarized.
- You must meet with all local Emergency Services to review plans and receive formal review comments from each (EMS, PD, FD)
- SEQR Environmental Assessment Form.
- All supplemental studies, reports, plans and renderings.
- Copy of the current deed.
- Copies of all easements, covenants and restrictions.
- The appropriate fee, determined by §218.108G an escrow account must be established for professional consultant fees that are determined from the fee schedule at §224-A. Make checks payable to the *Town of Mount Pleasant*.
- An escrow account must be established per Sec. 218-108 G. (2) for professional consultant review fees.

Applications determined to be incomplete with respect to the Town of Mount Pleasant Subdivision Regulations, will **not** be placed on the Planning Board agenda. No subdivision will be considered for approval without first being certified as complete.

Subdivision Plan Components:

Subdivisions shall be prepared in conformance with §A227-15 (Preliminary Plat) and §A227-16 (Final Plat) of the Town of Mount Pleasant Subdivision Regulations, and unless specifically waived during the pre-submission conference, shall include the following:

Subdivision Plat Mapping Requirements:

1. Title Block
2. Plan date and revisions
3. Scale and north arrow
4. Professional seal
5. Key map.
6. Site survey.
7. Boundaries of surrounding properties and adjacent subdivisions
8. Other boundary lines (municipal, districts, etc.) as required.
9. Topographic contours (2 feet intervals)
10. Existing site conditions, including all principal and accessory structures.
11. Other rights-of-way and easements on the subdivision and within 200 feet of its boundaries
12. All drainage facilities on the subdivision and within 200 feet of its boundaries
13. All utility structures on the subdivision and within 200 feet of its boundaries
14. All marshes, lakes, ponds, streams, wetlands, land subject to periodic or occasional flooding and similar features on the subdivision and within 200 feet of its boundaries
15. Wooded areas and single trees with a diameter of eight (8) inches or more measures three (3) feet above the base of the trunk.
16. Tree Protection, Preservation & Reforestation Plan (Chapter 201)
17. Steep Slope Map
18. Proposed Street layout
19. Proposed Lot Layout
20. Proposed stormwater drainage system and SWPPP as required.
21. Proposed sanitary sewer plan
22. Integrated Plot Plan

Subdivision Design Standards:

Subdivisions shall be designed in accordance with the General Requirements for Subdivision Design established in Article V of the Subdivision Regulations.

**** You are required to file this application on our Open Gov Portal. ****

[Planning & Zoning Department - Town of Mount Pleasant, NY](https://mountpleasantny.viewpointcloud.com/categories/1081)
[Mountpleasantny.viewpointcloud.com/categories/1081](https://mountpleasantny.viewpointcloud.com/categories/1081)

The below is a form that represents the questions that you will be asked to provide on our Open Gov Portal.



TOWN OF MOUNT PLEASANT SUBDIVISION APPLICATION



PLANNING BOARD ONLY			
Application #		Date Submitted:	
		Fee Paid:	
SITE IDENTIFICATION INFORMATION			
Application Name:			
Site Address:			
No.		Street:	
		Hamlet:	
Property Location: (Identify landmarks, distance from intersections, etc.)			
Town of Mt Pleasant Tax Map Designation:		Zoning Designation of Site:	
Section		Block	
		Lot(s)	
School District:		Fire District:	
Sewer District:		Water District:	
APPLICANT/OWNER INFORMATION			
Property Owner:		Phone #:	
		Fax#:	
Email:			
Owners Address:			
No.		Street:	
		Town:	
State:		Zip:	
Applicant (If different than owner):		Phone #:	
		Fax#:	
Email:			
Applicant Address (If different than owner):			
No.		Street:	
		Town:	
State:		Zip:	
Individual/ Firm Responsible for Preparing Site Plan:		Phone #:	
		Fax#:	
Email:			
Address:			
No.		Street:	
		Town:	
State:		Zip:	
Other Representatives:		Phone #:	
		Fax#:	
Email:			
Other Representatives Address:			
No.		Street:	
		Town:	
State:		Zip:	
PROJECT DESCRIPTION			
Describe the project, proposed use and operation thereof:			
PROJECT INFORMATION			
Size of existing parcel to be subdivided:			
Acres:		Square Feet:	
Major Subdivision ☐		Minor Subdivision ☐	
Number of proposed lots:		Size of proposed lots:	
Conventional Subdivision ☐		Cluster Subdivision ☐	
Are existing easements or covenants present?		Yes: ☐ No: ☐	
If yes, will they remain, or are new C&R's proposed?		Yes: ☐ No: ☐	
If yes, attach copies.			
Will a 10% open space set aside be provided?		If no, will a payment in-lieu be provided?	
Yes: ☐ No: ☐		Yes: ☐ No: ☐	
Will all new lots have frontage on a mapped street?		If not, how will this deficiency be addressed?	
Yes: ☐ No: ☐			

Is the site served by the following public utility infrastructure:

- | | | |
|-------------------------|-------------------------------|------------------------------|
| ▪ Sanitary Sewer | Yes: ☐ | No: ☐ |
| ▪ Water Supply | Yes: ☐ | No: ☐ |
| ▪ Storm Sewer | Yes: ☐ | No: ☐ |
| ▪ Electric Service | Yes: ☐ | No: ☐ |
| ▪ Gas Service | Yes: ☐ | No: ☐ |
| ▪ Telephone/Cable Lines | Yes: ☐ | No: ☐ |

Will any common areas be created outside of individual lots (road rights-of-way, recreation areas, stormwater management areas, etc.)?

Yes: ☐ No: ☐

Is a homeowners association proposed?

Yes: ☐ No: ☐

Site slope categories:

15-25% _____ %

25-35% _____ %

>35% _____ %

Is the site located in a designated Critical Environmental Area?

Yes: ☐

No: ☐

Is the site located within 500 feet of:

- | | | |
|--|-------------------------------|------------------------------|
| ▪ The boundary of an adjoining city, town or village | Yes: ☐ | No: ☐ |
| ▪ The boundary of a state or county park, recreation area or road right-of-way | Yes: ☐ | No: ☐ |
| ▪ A county drainage channel line. | Yes: ☐ | No: ☐ |
| ▪ The boundary of state or county owned land on which a building is located | Yes: ☐ | No: ☐ |

Is the site listed on the State or Federal Register of Historic Place (or substantially (contiguous)

Yes: ☐ No: ☐

Is the site located in a FEMA designated flood area?

Yes: ☐ No: ☐

Are NYSDEC or local wetlands located on the site?

Yes: ☐ No: ☐

If yes, have they been delineated by a wetland scientist?

Yes: ☐ No: ☐

ZONING COMPLIANCE INFORMATION

Zoning Provision	Required	Existing	Lot 1	Lot 2	Lot 3	Lot 4	Lot 5
Lot Area							
Lot Coverage							
Lot Width							
Front Yard							
Side Yard (minimum of 1)							
Side Yard (total of both)							
Rear Yard							
Habitable Floor Area							
Height							

(if more than 5 lots are proposed, include additional zoning compliance information on a separate sheet)

Will variances be required?

Yes: ☐ No: ☐

If yes, identify variances required for each lot (if needed, compile information on a separate sheet):

APPLICANTS ACKNOWLEDGEMENT

I hereby depose and certify that all the above statements and information, and all statements and information contained in the supporting documents and drawings attached hereto are true and correct.

Applicants Name (Print) _____

Applicants Signature _____

Owners Name (Print) _____

Owners Signature _____

Sworn before me this _____ day of _____ 20____

Notary Public _____