

Village of Penn Yan

Application for Minor Subdivision Review

Planning Board meetings are held on the first Monday of the month at 6:00 p.m. in the Village Hall, 111 Elm Street. The application submission deadline is the 1st Thursday of the previous month **and is subject to change**, *confirm with Planning Board secretary*.

The application fee is \$150. All legal and engineering costs incurred by the Village of Penn Yan will be billed to the applicant. The fee and costs apply to all applications.

All subdivisions will require a surety bond to cover infrastructure improvements in the event the project is not completed.

Include with this application a completed Short Environmental Assessment Form.

See Village Code 176. Subdivision of Land

Project Name: _____

Project Address: _____

Applicant Name: _____

Email Address: _____

Date Received: _____ Fee Paid _____

Village of Penn Yan

Application for Minor Subdivision Review

Proposed Subdivision

Please type or clearly print

Address: _____ Tax Map ID _____

Zoned: _____ Historic District: ____ Yes ____ No

Applicant

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Property Owner

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Supply proof of consent from property owner for this proposed project.

Engineer

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Subdivision Detail

Type of subdivision: ____ Residential ____ Commercial

Total acreage of land to be subdivided: _____

Easements: ____ Yes ____ No If yes, briefly describe _____

Deed Restrictions: ____ Yes ____ No If yes, briefly describe _____

Will the subdivision be developed in phases? ____ Yes ____ No If yes, how many? _____

Are there any water or sewer mains and associated fixtures to be dedicated to the Village? ____ Yes ____ No

Are there any streets to be dedicated to the Village in your plan? ____ Yes ____ No

If yes, please refer to Penn Yan Design & Construction Standards Handbook for Land Development.

Applicant Signature: _____ Date: _____

Minor Subdivision Map Requirement Checklist

All items from the checklist below are required at the time an application for a minor subdivision review is submitted.

- ☐ 9 copies of map (Scale (1" = 100' not more than 34" x 44") AND one (1) pdf, if available).
- ☐ Name and address of owner and sub-divider.
- ☐ Name and address of Engineer along with the date.
- ☐ Written and clear statement of sub-divider's intent.
- ☐ North arrow.
- ☐ Location map 3" x 3".
- ☐ Tax map with proposed subdivision outlined.
- ☐ Owners of adjacent lands.
- ☐ Graphic scale.
- ☐ Existing site features.
- ☐ Lots numbered.
- ☐ Proposed street lines.
- ☐ Field survey of boundary lines of proposed lots.
- ☐ Covenants, easements or deed restrictions affecting the proposed subdivision.
- ☐ Aerial photograph with proposed subdivision outlined (scale 1' = 1,000' or larger).
- ☐ Ground contours for the parcel and adjoining parcels (5' intervals).
- ☐ Pertinent topographic features within the parcel and on adjoining parcels.
- ☐ Location in relation to flood plain or wetlands.
- ☐ If proposal is within 100-year flood plain, it must be reviewed by the Engineer for the Town and by Department of Environmental Conservation.
- ☐ Proposed source of water supply (i.e. public or well).
- ☐ Nearest hydrant.
- ☐ Location of wells. If no well, supply data of wells on adjoining parcels as to depth, yield, portability and chemical analysis.
- ☐ Drainage study map with proposed storm water run-off.
- ☐ One test hole (min. 8' deep), 1 perk test for each ten (10) acres of the proposed development. (Tests must be certified by a Licensed Engineer P.E., report submitted).
- ☐ Method of sewage disposal.
- ☐ Existing septic system (Certification by Engineer that system is in compliance with the Board of Health Regulations and functioning properly).
- ☐ Features to be retained.
- ☐ Features to be removed.
- ☐ Adjacent roads, pavement, ditches, right of way.
- ☐ Driveways.
- ☐ Zoning districts outlined within the parcel.
- ☐ Engineer's seal and signature.
- ☐ Surveyor's seal and signature.
- ☐ Provide 3" x 5" bloc on right side of plan for Village use.
- ☐ If developing in phases, shown anticipated phases and a time schedule.
- ☐ Engineer's preliminary report on soils and ground water conditions.
- ☐ Site distances from access point.
- ☐ State Environmental Quality Review.