

**SUBDIVISION AND LAND DEVELOPMENT
PLANNING BOARD APPLICATION
INSTRUCTIONS AND PROCEDURES**

- Regular meetings of the Planning Board are held on the 2nd Monday of each month at 6:30 P.M. at the Town of Barre Town Hall, or such other time or place as the Chairman of the Board may determine from time to time.
- All pertinent questions on the application must be answered, and all information required shall be concisely stated. Additional statements may be added if needed on the back of the application or on a separate sheet of paper.
- The final date for filing applications shall be ten (10) days before the date of the regular meeting.
- Applications for a Subdivision and Land Separation Permit shall be accompanied by 5 copies of a proposed subdivision plat* showing the information required for subdivision approval as described in Town of Barre Town Code Chapter 287 and the appropriate fee. Checks should be made payable to Town of Barre.
- Applicant shall reimburse the Town of Bare for all engineering, legal, or other extraordinary or unanticipated expenses incurred by the Town in review of the proposed action pursuant to Town of Barre Town Code §287-44.

*A pre-application conference may be held between the Planning Board and applicant for concept plan review pursuant to Town of Barre Town Code §287-17.

SUBDIVISION AND LAND DEVELOPMENT INFORMATION

A subdivision is the division of any parcel of land into two or more lots, blocks or sites, with or without streets or highways, for the purpose of sale, transfer of ownership, or development. The transfer of agricultural parcels at least 10 acres for the purpose of continued agriculture shall not be included within this definition nor subject to Town of Barre Town Code Chapter 287.

In approving an application, the Planning Board may impose any modifications or conditions as it deems necessary to conform to the goals and objectives of the Town and to protect the health, safety, or general welfare of the public.

Public Hearing: The Planning Board will hold a public hearing on each subdivision and land development application as stated in Town of Barre Town Code §287-19.

Expiration of Approval: The owner shall file in office of Orleans County Clerk such approved final plat or a section of such plat within 62 days from the date of final approval, or such approval shall expire.

TOWN OF BARRE CODE OFFICE
APPLICATION FOR SUBDIVISION REVIEW

Site Address & SBL(s) _____ Date: _____

Name of Applicant _____

Phone No. _____ Fax No. _____ E-mail _____

Applicant Address _____

Project Address _____

Site Acreage _____ Present use of premises: ☐ vacant ☐ occupied as follows: _____

Present zoning classification _____ Is Rezoning required? ☐ yes ☐ no

Present Fire District _____ Nonrefundable Fee (see fee schedule) _____

Number of parcels proposing to subdivide _____

Proposed use of the Premises (attach additional description as needed) _____

Has Rezoning Application been filed ☐ yes ☐ no if yes, what classification _____

Are Use or Area Variances needed ☐ yes ☐ no if yes, list _____

Have you applied for Site Plan Approval? ☐ yes ☐ no

if yes, attach application

Are there deed restrictions on the property? ☐ yes ☐ no

if yes, attach a copy of deed restrictions

Is this in a Water Benefitted Area ☐ yes ☐ no

if yes, will facility require a hook up? ☐ yes ☐ no

Does this property have access to public sewer? ☐ yes ☐ no

if yes, will facility require a hook up? ☐ yes ☐ no

If no, include a waste management plan

Please describe the status of any certificates from the Department of Health and/or New York State Department of Environmental Conservation _____

A Preliminary Plat is required drawn to an acceptable scale. The plat requirements are listed below and in Subdivision Law §14. If you do not think a requirement pertains to your application please write "n/a."

☐ The name and address of the owner or owners of land to be subdivided and any professionals assisting in the application.

☐ The date of the map, approximate true North point, scale and title of the subdivision.

☐ An illustrative plan for lot and street layout indicating plans for connections to existing streets.

☐ The subdivision's boundaries and the current owners of all contiguous properties and the names of any adjoining development.

- ☐ The total acreage of the subdivision, the number and dimensions of lots, including width, depth, and acreage or square footage of every proposed lot.
- ☐ An illustrative plan for wastewater disposal and handling stormwater runoff.
- ☐ The zoning classification and tax map number(s) of the property to be subdivided.
- ☐ The name and address of the owner or owners of land to be subdivided and any professionals assisting in the application.
- ☐ Include setbacks, density, and coverage.
- ☐ Include any watercourses, marshes, rock outcrops, floodplains and wetlands, and other important land features.
- ☐ Include any concept plans for recreational land, parks or other open public spaces.
- ☐ If proposing plants, include the size and types of plantings to be used.
- ☐ Location of all existing and any proposed sidewalks, bikeways or footpaths both on the property and adjacent to it.

Attached to this application are the following (Note not every document may be applicable):

- | | |
|---|--|
| ☐ Preliminary Plat | ☐ Full Environmental Assessment Form Part 1 |
| ☐ Stormwater Pollution Prevention Plan | ☐ Site Plan |
| ☐ Written Description of the Project | ☐ Special Use Permit Application |
| ☐ Rezoning Application | ☐ Variance Application(s) |
| ☐ Other _____ | |

If you do not own the real property where the project will occur:

Name of Owner(s) _____ Owner(s) Phone No. _____

Owner(s) E-mail _____ Owner(s) Fax No. _____

Owner(s) Address _____

Legal or Equitable interest Applicant has in the property: _____

I affirm under penalty of perjury that the contents of this application are true to the best of my knowledge.

Applicant

By: _____

Owner

By: _____

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	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,	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: _____ _____ _____			

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 or 500-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? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____	NO ☐ ☐ ☐	YES ☐ ☐ ☐
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 ☐
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 ☐
21. Is the project located within, or within ½-mile of, a disadvantaged community? If No, could impacts from the project affect a disadvantaged community? If Yes to either question in 21, answer the following question: a. Identify the potential pollution impacts of the project, either direct or indirect, that may occur within the disadvantaged community (e.g., wastewater discharges, air emissions, noise, odors, solid or hazardous waste generation or management):	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: _____		