

Planning Board Town of Richmondville
Richmondville, NY 12149

APPLICATION FOR MINOR SUBDIVISION

1. Name of Person Requesting Subdivision: _____
2. Subdivider: (Record Owner)
Name: _____
Address: _____
PO & Zip: _____
Telephone: (____) _____
3. Licensed Land Surveyor or Engineer:
Name: _____
Address: _____
PO & Zip: _____
Telephone: (____) _____
4. Location of Proposed Subdivision:
Tax Map Number: _____
Name of Town Road or Route number of County or State Highway _____
5. Any Such Covenants or Deed Restrictions as Intended to Cover All or Part of the Tract:

6. Attach Approval of Plans of Sewer and/or Water Facilities from the Schoharie County Department of Heath.
7. Attach Any State or County Agency Approval Necessary.
8. The Undersigned hereby requests approval by the Planning Board of the above identified subdivision plot.
I hereby acknowledge that I or my authorized agent have read and followed the procedures as outlined in the Town of Richmondville Subdivision Regulations and Zoning Laws.
Signature: _____
Title : _____
Date: _____

Subdivision maps 36 and 42 inches must be submitted to the Planning Board Chairman\Secretary fifteen (15) days prior to the meeting at which you intend to submit this application.

RICHMONDVILLE PLANNING BOARD PROCEDURE FOR MINOR SUBDIVISIONS

SKETCH PLAN
(Submit 2 copies of sketch plan to the planning board 10 days before regular meeting date)

PLANNING BOARD MEETING
Applicant and Planning Board discuss requirements and classify the Sketch Plan

Planning Board makes specific recommendations to be incorporated in Preliminary Plat.

Within 3 months after determining that the subdivision is a minor, the applicant must submit his application.

PRELIMINARY PLAT
Applicant submits (5) copies of preliminary plat and completed application including attachments to Town Clerk, who then forwards it to the Planning Board Chair 15 days before regular meeting.

PLANNING BOARD MEETING
Applicant and Planning Board shall discuss proposed subdivision and request any additional items needed to complete their assessment of the preliminary plat (See Checklist of Items).
Board makes referral to County Planning Commission if needed.
Board has an obligation to ensure that the lots will be buildable and that the project will not create adverse impacts to neighboring properties.

Public Hearing to be scheduled within 45 days of board motion to accept plat as "complete"

PUBLIC HEARING
Clerk advertises hearing at least 5 days prior to public hearing date. Clerk notifies any neighboring municipalities within 500' of subdivision. Applicant must notify adjacent property owners, and owners within 500' in an Ag District by certified mail at least 5 days prior to public hearing date.

Board has 45 days from close of public hearing to make a decision. Failure to act in 45 days constitutes approval of Plat

Conditional approval expires 180 days after resolution granting the conditional approval, may be extended per subdivision regulations

Approval of Final Plat
Requirements must have been completed by Subdivider and plat must be signed by an Authorized Official.

PLANNING BOARD MEETING
A separate meeting may not be necessary if board wants to review plat after public hearing is closed. Planning board must verify that the requirements (see Subdivision Checklist) and all previous conditions have been satisfied. If so, the board may grant approval or conditional approval, or disapprove final plat

FINAL PLAT
Applicant submits 5 copies of final plat to planning board 15 days before regular meeting.

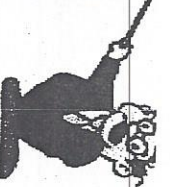
If Final Plat is not submitted within 6 mo. of the preliminary plat approval, the planning board may ask Applicant to start over (Section F.1., Pg. 14)






If the Final Plat is significantly different, the board may hold a second public

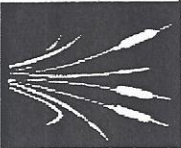
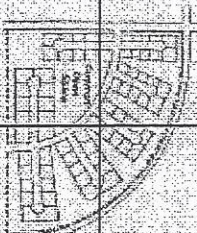

Planning Board must require that the Applicant install all site improvements within 6 months, or file a performance guarantee.

Approve Plat
Move ahead to Next Step
Conditional Approval with or without Modifications
Board must provide requirements to the Applicant
Disapprove Plat

Minor Subdivision Checklist



 <p>Is the application complete? Has it been signed?</p>	<p>The property owner or estate executor/administrator must sign the application, even if the subdivision is represented by a surveyor or engineer. Application should be received at least 15 days before the planning board meeting.</p>
<p>Subdivision fee submitted?</p>	<p>This fee is \$ _____ per parcel</p>
<p>Letter authorizing the surveyor/engineer to represent the applicant?</p>	<p>In the case of an inheritance settlement, the board may require legal paperwork from the applicant proving they have been properly authorized to act as administrator/executor of the estate.</p>
<p>Copies of covenants & deed restrictions submitted?</p>	<p>Examples might include Conservation Easements or restrictions on future uses</p>
<p>Was certification of unpaid taxes submitted?</p>	<p>This is available from the County Treasurer's Office</p>
 <p>Is the property within 500 feet of an Ag District? Was an Ag Data Statement Completed?</p>	<p>Refer to Ag District map to determine the answer. The Real Property Tax Office can also help. If the property is within 500 ft of an Ag District, the applicant must complete an Ag Data Statement. The applicant must mail the Ag Data statement to all property owners identified therein, <i>per NYS Ag&Mts Law, Art 25-44, §305-a(3)</i>. Automatically triggers County Planning Commission referral.</p>
 <p>Did the board make a referral to the County Planning Commission? Was their response received?</p>	<p>County Planning Commission (CPC) referral is required for parcels within 500' of a municipal boundary, county or state-owned roads/park&rec areas/land where a public institution is located, or boundary of an ag district, <i>per General Municipal Law §239-m</i>. CPC meets 1st Mon of every month, and mails responses that week. Board makes a motion to refer, when prelim plat application is complete.</p>
<p>Did applicant complete Part 1 of the EAF? <input type="checkbox"/> Yes <input type="checkbox"/> No Has the board completed Pt 2&3 of the EAF? <input type="checkbox"/> Yes <input type="checkbox"/> No Has the board made a SEQR determination? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>The Short Form EAF will be required for most minor subdivisions, but board may require the Long Form EAF at their discretion. The entire SEQR procedure is outlined by 6NYCRR Part 617 and guidelines for classifying the action (Type 1, 2 or Unlisted) are given in Parts 617-4-5, and Board completes the EAF by carefully assessing the potential impacts of the proposed project as prompted by the questions in EAF Pt. 2 and 3, and passes by resolution their determination of significance (Neg Dec, conditioned Neg Dec, Pos Dec).</p>
 <p>Was a Public Hearing scheduled following preliminary Plat acceptance? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>The planning board has 45 days following their acceptance of the preliminary plat as complete, to schedule the public hearing. Following the close of the public hearing, the planning board will have 45 days to render a decision on the preliminary plat. The planning board should make every attempt to avoid having this timeclock compromised by other timeclocks, by making sure that SEQR is complete and that agency approvals (DOH septic/water, DEP stormwater) are well underway or complete before calling the prelim plat "complete" and scheduling a hearing.</p>
 <p>Have the appropriate notifications been made to surrounding property owners, municipalities, and farm operations (as applicable)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If the parcel is within 500' of an Ag District boundary, the applicant must send the completed Ag Data statement to property owners within 500' of the parcel who are within the Ag District (see above). The applicant must send a notice of public hearing to adjacent property owners, including public entities and owners across a road (Sub Regs, p.8 Art.III, Section C(7)). The planning board clerk sends a notice of public hearing to adjacent municipalities within 500' of a proposed action (GML §239-m).</p>

Has a performance bond been posted or will improvements be completed prior to approval of final plat?	N/A <input type="checkbox"/>	Waived <input type="checkbox"/>	Yes <input type="checkbox"/>	Rules are outlined in Sub Regs (p. 13) Art III, Section E
Copies of all necessary permit applications (highway, wetlands, etc.) & letters from utilities been provided?	N/A <input type="checkbox"/>	Waived <input type="checkbox"/>	Yes <input type="checkbox"/>	These will all be necessary for the file, prior to final plat approval
General location map provided?	N/A <input type="checkbox"/>	Waived <input type="checkbox"/>	Yes <input type="checkbox"/>	Could the proposed subdivision impact traffic or surrounding properties?
Topographic map provided?	N/A <input type="checkbox"/>	Waived <input type="checkbox"/>	Yes <input type="checkbox"/>	Will steep slopes prohibit proper driveway access, septic, etc.?
Is the property in a floodplain?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		Use FEMA Floodplain maps to determine this.
 Are there State or Federal wetlands on or adjacent to the property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		Use wetlands maps to identify State wetlands. Federal wetlands are often unmapped, but should be delineated in the field. The board should request that wetlands be shown on the plat and verified by the Army Corps of Engineers. Impacts to wetlands should be mitigated to the extent possible, and are addressed in the Environmental Assessment Form (EAF). Significant disturbances to wetlands should be avoided and often require permits.
Has the subdivider prepared a stormwater and erosion/sediment control plan and a Notice of Intent is on file, or approval from NYS DEC (if applicable)?	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>		The threshold for preparation of a stormwater plan is over 1 acre of disturbance. Assume 1/2 acre of disturbance per new building lot. Access roads may also be over the threshold. Because of long delays in DEC approval of stormwater plans (for activities within the watershed boundaries), the plan should be submitted to DEC prior to prelim plat approval
Is there a way for the board to make suggestions for the applicant to use conservation subdivision strategies that preserve open space?	Yes <input type="checkbox"/>			
Do all the lots meet minimum road frontage requirements set by the zoning law?	Yes <input type="checkbox"/>	Waived <input type="checkbox"/>		Required by Zoning Law, Section 204
Has documentation been provided proving that the parcel has the size and subsurface hydrogeology to support any proposed new septic?	N/A <input type="checkbox"/>	Waived <input type="checkbox"/>	Yes <input type="checkbox"/>	An existing structure with working septic may be evidence enough. Perk test data may also be required.
 Does this subdivision meet the definition of a "really subdivision"?	No <input type="checkbox"/>	Yes <input type="checkbox"/>		A "really subdivision" is the division of land over a 3-year period or less into 5 or more residential lots that are 5 acres or less in size (ECL §17-1501). They require Health Department approval of both water supply and sewage disposal
Do site improvements (such as roads) meet the design standards set forth in Sub. Regulations?	N/A <input type="checkbox"/>	Waived <input type="checkbox"/>	Yes <input type="checkbox"/>	
Has evidence of adequate Water supply been submitted?	N/A <input type="checkbox"/>	Waived <input type="checkbox"/>	Yes <input type="checkbox"/>	In cases where the board deems well data is necessary, as in the case of "really subdivisions", above



COUNTY CLERK'S OFFICE OF SCHOHARIE COUNTY

284 MAIN STREET -- P.O. BOX 549 -- SCHOHARIE, NY 12157



M. INDICA JAYCOX
-COUNTY CLERK-

LAWRENCE J. CAZA
-EXECUTIVE DEPUTY CLERK-

PATRICIA W. BECKER
-1ST DEPUTY CLERK-

BONNIE SOSSEI
-DMV SUPERVISOR-

CAROL HENDRIX
-DEPUTY RECORDS MANAGEMENT OFFICER-

COUNTY CLERK'S OFFICE
(518) 295-8316 / FAX (518) 295-8338

DEPARTMENT OF MOTOR VEHICLES
(518) 295-8317 / FAX (518) 295-8484

RECORDS MANAGEMENT / ARCHIVES
(518) 295-8385 / FAX (518) 295-8338

January 2008

Town and Village Planning Boards
Of Schoharie County

Dear Board Chair:

Many property owners who come to the County Clerk's Office to file Sub-Division Maps are in need of guidance. My staff has put together a quick handout, which you may copy, that can be given to applicants for Sub-Division Maps to help them better understand the process.

At a glance:

Planning Board - - -

1. Gives approval to property owner
2. Chair of Planning Board stamps one Mylar Copy and two Paper Copies
3. Board tells property owner they have 62 days from approval date to file map with the County Clerk's Office

Planning Board Instructs Property Owner on How To File a Map - - -

1. If property is in a Town, owner needs the **Town Tax Collector** to sign, on all maps, that taxes are paid (Dates to do this are: JAN to MAY)
2. If property is in a Village, owner needs the **Village Tax Collector** to sign, on all maps, that taxes are paid (Dates to do this are: JUNE to AUG)
3. If School Taxes are being collected (Dates to do this are: SEPT to OCT) then all maps must be signed by the **School Tax Collector** that taxes are paid
4. Owner must bring the signed maps to the County Office Building

First, to the Real Property Tax Services Office for their sticker

Second, to the Treasurer's Office, where a fee will be collected (currently \$10.00)

Third, to the County Clerk's Office, where a fee will be collected (currently \$10.00) and the maps will be filed

**** NOTE: If the Sub-Division is 5 or more lots, of less than 5 acres each, then the Health Dept. must also provide approval BEFORE the maps can be filed with the County Clerk's Office ****



Memo

To: Applicants for Sub-Division Maps
From: Indy Jaycox, Schoharie County Clerk
Date: January 2008
Re: After being Approved for a Sub-Division

**ALL SUB-DIVISION MAPS NEED TO BE FILED AT THE COUNTY CLERK'S OFFICE WITHIN
62 DAYS OF APPROVAL BY THE PLANNING BOARD.**

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You will find the following offices at the Schoharie County Office Bldg., 284 Main St., Schoharie, NY 12157:

REAL PROPERTY TAX SERVICES (518) 295-8349

COUNTY TREASURER - - - MAP FEE \$10.00 (518) 295-8386

COUNTY CLERK'S OFFICE - - - MAP FEE \$10.00 (518) 295-8316

HEALTH DEPT. (518) 295-8365

SITE PLAN REVIEW CHECKLIST

Applicant's Name _____

File # _____

The following checked items must be included on your Preliminary Site Plan:

Title of the drawing	Boundaries of the property plotted to scale
Name and address of the applicant	Provisions for pedestrian access and sidewalks
North arrow, date and written and graphic scale	Location, design and specifications for outdoor lighting, if any
Location, design and construction materials of all parking and truck-loading areas, with access and egress drives thereto	Description of method of sewage disposal and location
Existing watercourses, flood-prone areas as described by the Federal Emergency Management Administration (FEMA) mapping and regulated wetlands	Description of method of securing water and location
Description of existing vegetative cover and location of all existing trees over 12" in diameter	Location, design and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls and fences
Location of other significant natural or manmade features of historical or cultural interest which exist on the site	Location, design and construction materials of all proposed signage
Location of existing uses and outlines of structures drawn to scale on the site and within 100' of the lot line	Landscape planting plan showing planting areas and specifying plant types
Location and description of other existing development on the site, including fences, landscaping and screening	Location of fire and other emergency zones, including location of fire hydrant
Grading and drainage plan showing existing and proposed contours at an appropriate interval to be specified by the Planning Board and referenced to United States Geological Survey datum elevations	Illustrations or sketches of proposed street furniture, if any
Location, proposed use and dimensions (including height) of all structures	Other information as deemed necessary by the Planning Board.

Note: The Planning Board shall comply with the provisions of the State Environmental Quality Review Act (SEQR) under Article Eight of the Environmental Conservation Law and its implementing regulations.

Harold Loder, Chairman
Town of Richmondville Planning Board

Date _____