

**TOWN OF HALCOTT**

**SUBDIVISION REGULATIONS**

August 24, 1987

Amended 1993

**SECTION 8 AMENDED BY LOCAL LAW 1-2002  
FILED WITH DEPARTMENT OF STATE OCTOBER 2, 2002**

## SUBDIVISION REGULATIONS

### TABLE OF CONTENTS

	<u>Page No.</u>
ARTICLE I      GENERAL PROVISIONS	1
Section 1. Authority	1
Section 2. Jurisdiction	1
Section 3. Policy	1
Section 4. Amendments	1
Section 5. Waivers	2
Section 6. Separability	2
Section 7. Compliance with State Environmental Quality Review	2
ARTICLE II      DEFINITIONS	3
ARTICLE III      SUBDIVISION APPROVAL PROCEDURES	6
Section 1. Sketch Plan	6
A. Submission of Sketch Plan	6
B. Discussion of Requirements and Classification	6
C. Sketch Plan Review	6
Section 2. Approval of Minor Subdivision Plat	6
A. Application Requirements	6
B. Public Hearing	7
C. Action on Minor Subdivision Plat	7
Section 3. Approval of Major Subdivision Plat	7
A. Major Subdivision Preliminary Plat	7
1. Application Requirements	7
2. Major Subdivision Preliminary Plat Review	8
3. Public Hearing	8
4. Action on Major Subdivision Preliminary Plat	8
B. Major Subdivision Plat	9
1. Application Requirements	9
2. Endorsement of Other Agencies	10
3. Public Hearing (Optional)	10
4. Action on Major Subdivision Plat	10
Section 4. Filing of Approved Subdivision Plat	11
A. Final Approval and Filing	11
B. Plat Void if Revised after Approval	11
C. Approval Denied if Subdivider is in Default	11

## TABLE OF CONTENTS (continued)

	Page No.
Section 5. Required Improvements	11
A. Performance Bond	11
B. Modification of Design of Improvements	12
C. Inspection of Improvements	12
D. Approval of Improvements	12
ARTICLE IV SUBDIVISION STANDARDS AND REQUIREMENTS	13
Section 1. General	13
Section 2. Road Improvements	13
Section 3. Lot Requirements	18
Section 4. Drainage Improvements	19
Section 5. Parks, Open Space and Natural Features	20
ARTICLE V DOCUMENTS TO BE SUBMITTED	22
Section 1. Sketch Plan	22
Section 2. Minor Subdivision Plat	22
Section 3. Major Subdivision Preliminary Plat	23
Section 4. Major Subdivision Plat	24

## ARTICLE I

### GENERAL PROVISIONS

#### SECTION 1. AUTHORITY

By authority of the resolution of the Town Board of the Town of Halcott adopted February 19, 1987, pursuant to the provisions of Article 16 of the Town Law of the State of New York, the Planning Board of the Town of Halcott is authorized and empowered to review and approve plats for the subdivision of land in the Town of Halcott.

#### SECTION 2. JURISDICTION

Land within the Town of Halcott may be subdivided into lots, blocks, or sites, with or without roads or highways, only if approved by the Planning Board in accordance with the procedures and requirements as set forth in these Regulations, and only if the approved plat is duly filed in the Office of the County Clerk of Greene County, New York. Construction, excavation, filling, regrading, clearing of vegetation or other similar activities shall not begin within any area proposed or intended for subdivision until said subdivision sketch plan shall have been approved, or conditionally approved by the Planning Board.

#### SECTION 3. POLICY

It is declared to be the policy of the Planning Board to consider land subdivisions as part of a plan for the orderly, efficient, and economical development of the Town. This means, among other things:

- A) That land to be subdivided shall be of such character that it can be used safely for building purposes without danger of health or peril from fire, flood, or other menace, and without resulting in significant and/or irreparable damage to the ecology of the area in which it is located;
- B) That proper provisions shall be made for surface drainage, water supply, sewage and other needed improvements;
- C) That all proposed lots shall be so laid out and of such size as to not cause any adverse effects, such as erosion, on neighboring properties or roadways;
- D) That roads shall be of such width, grade and location as to accommodate the prospective traffic, to facilitate fire protection and to follow the natural contours of the land.

#### SECTION 4. AMENDMENTS

These regulations may be amended by the Planning Board after public hearing on such amendments and subject to approval of the Town Board. Any proposed preliminary subdivision plat which has not received sketch plan approval prior to the effective date of an amendment to these Regulations, or any conditionally approved preliminary subdivision plat where an

application for final plat approval has not yet been received within six (6) months of the date of conditional approval, shall fully comply with any amendment to these regulations.

#### SECTION 5. WAIVERS

Where the Planning Board finds that, due to the special circumstances of a particular Plat, the provision of certain required improvements is not requisite in the interest of the public health, safety and general welfare or is inappropriate because of inadequacy or lack of connecting facilities adjacent or in proximity to the proposed subdivision, it may waive such requirements subject to appropriate conditions, provided that such waiver will not have the effect of nullifying the intent and purpose of the Master Plan or the Zoning Ordinance, if such may exist.

#### SECTION 6. SEPARABILITY

Should any section or provision of the regulations contained herein or as amended hereafter be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the regulations as a whole or any part thereof other than the part so declared to be invalid.

#### SECTION 7. COMPLIANCE WITH STATE ENVIRONMENTAL QUALITY REVIEW

Notwithstanding any provisions of these subdivision regulations or any other laws or regulations to the contrary, the provisions and requirements of Article 8 of the Environmental Conservation Law, Section 8-0113, Part 617, hereinafter referred to as "SEQR" regulations, shall be complied with.

#### SECTION 8. BOUNDARY LINE CHANGES

Lot line adjustments involving 2 lots may be exempted from subdivision review if they involve only a boundary line adjustment (ex. change of boundary between two adjoining parcels) and said exemption is not inconsistent with the purpose of the Town of Halcott Subdivision Regulations and is in accordance with the following procedures:

A. A map and survey of the portion of land to be conveyed by a grantor to his/her adjacent landowner shall be prepared.

B. The grantor shall convey the parcel of land in issue by way of a proper deed and shall record the same.

C. The adjacent landowner shall prepare and record a deed which describes as a single parcel, his/her existing property and the parcel being acquired from the grantor.

D. Prior to determining that the proposal is a "boundary line change" the Halcott Planning Board and the attorney for the Town shall review:

1. the map and survey of the land to be conveyed by the grantor;
2. the proposed deed conveying the parcel in issue to the adjacent landowner;
3. the proposed deed of the adjacent landowner which describes as a single parcel his existing property and the parcel being acquired from the grantor.

## ARTICLE II DEFINITIONS

Except where specifically defined, all words used in these standards shall carry their customary meaning. Words used in the present tense shall include the future; words used in the singular shall include the plural, unless the context clearly indicates otherwise. The word "shall" is always mandatory. The word "may" is premissive. "Building" or "structure" includes any part thereof. The word "person" includes an individual person, a firm, a corporation, a co-partnership, and any other agency of voluntary action.

For the purpose of these regulations, certain words and terms used herein are defined as follows:

**BOUNDARY LINE CHANGE:** the process whereby the owner of one parcel of land conveys a portion of land to an adjacent landowner merely for purposes of increasing the size of the neighbor's land without creating a new lot.

**CLERK OF THE PLANNING BOARD:** that person who shall be designated to perform the duties of the Clerk of the Planning Board for all purposes of these regulations.

**DEAD-END ROAD OR CUL-DE-SAC:** a road or a portion of a road with only one vehicular traffic outlet.

**DRIVEWAY:** a private right-of-way providing access into a single lot with said drive used for personal use only.

**EASEMENT:** authorization by a property owner for the use by another, and for specified purpose, of any designated part of his property.

**ENVIRONMENTAL ASSESSMENT FORM (EAF):** a form used by the Planning Board in the State Environmental Quality Review process to assist in determining the environmental significance or nonsignificance of an action or project.

**ENVIRONMENTAL IMPACT STATEMENT (EIS) -** A written document required for each subdivision which the Planning Board determines may have a significant effect on the environment.

**LICENSED ENGINEER:** an engineer who is retained by the Town at the expense of the subdivider. Whenever appropriate, the Town Highway Superintendent, members of the Planning Board or another appropriate responsible individual shall be designated to act as or substitute for the licensed engineer upon specific authorization by the Planning Board.

**MASTER OR COMPREHENSIVE PLAN:** a comprehensive plan, prepared by the Planning Board pursuant to Article 16 of the Town Law which indicates the general locations recommended for various functional classes of public works, places and structures and for general physical development of the Town and includes any unit or part of such plan separately prepared and any amendment to such plan or parts therein.

**PARCEL:** a tract of land either unsubdivided or consisting of two or more contiguous lots recorded in a plat or deed under one ownership.

**PERFORMANCE BOND:** a bond as required by Section 277 of the Town Law to assure the full and satisfactory completion of all required subdivision

PLANNING BOARD OR BOARD: the Planning Board of the Town of Haleott.

PRELIMINARY PLAT: a drawing or drawings clearly marked "Preliminary Plat" showing the layout of a proposed subdivision, as specified in Article V, Section 3 of these regulations, submitted to the Planning Board for approval prior to submission of the plat in final form and of sufficient detail to apprise the Planning Board of the layout of the proposed subdivision.

PROPOSED SUBDIVISION: when two or more structures intended to be occupied as residences are constructed on a single parcel of land, said parcel shall be considered to be a proposed subdivision requiring a plot plan and application to be filed prior to the sale of said structures.

RESUBDIVISION: means a change in a map of an approved or recorded subdivision plat if such change affects any road layout on such map or any lot line or if it affects any map or plan legally recorded prior to the adoption of any regulation controlling subdivisions. Any resubdivision of a subdivision which will create a total of five (5) or more lots shall be classified as a major subdivision.

ROAD: streets, roads, avenues, lanes or other traffic ways, between right-of-way lines. The term "road" does not include driveways.

ROAD PAVEMENT: the wearing or exposed surface of the roadway used by vehicular traffic.

ROAD WIDTH: the width of right-of-way, measured at right angles to the center line of the road.

SKECH PLAN: a sketch of a proposed subdivision showing the information specified in Article V, Section 1 of these regulations to enable the subdivider to save time and expense in reaching general agreement with the Planning Board as to the form of the layout and objectives of these regulations.

SUBDIVISION: the division of any parcel of land into two or more lots, blocks or sites, with or without roads, including resubdivision.

MAJOR SUBDIVISION: any subdivision not classified as a Minor Subdivision, including, but not limited to, subdivisions of five or more lots, or any size subdivision requiring any new road or extension of municipal facilities.

MINOR SUBDIVISION: any subdivision containing not more than four lots fronting on an existing road, not involving any new road or the extension of municipal facilities and not adversely affecting the development of the remainder of the parcel or adjoining property and not in conflict with any provision or portion of the Master Plan, Zoning Ordinance, or these Regulations.

SUBDIVISION PLAT OR FINAL PLAT: a drawing, in final form, showing a proposed subdivision containing all information or detail required by law and by these Regulations to be presented to the Planning Board for approval, and which if approved, may be duly filed and recorded by the applicant in the Office of the County Clerk.

SUBDIVIDER: any person, firm, corporation, partnership or association, who shall lay out any subdivision or part thereof as defined herein, either for himself or others.

SURVEYOR: a person licensed as a land surveyor by the State of New York.

TOWN STANDARDS: the standards and specifications adopted by the Town Board for the construction of new roads and related improvements.

## ARTICLE III

### SUBDIVISION APPROVAL PROCEDURES

Whenever any subdivision of land is proposed to be made, and before any contract for the sale of, or any offer to sell any lots in such subdivision or any part thereof is made, and before any permit for the erection of a structure in such proposed subdivision shall be granted, the subdivider or his duly authorized agent shall apply in writing for approval of such proposed subdivision in accordance with the following procedures.

#### SECTION 1. SKETCH PLAN

##### A. Submission of Sketch Plan

Any owner of land shall, prior to subdividing or resubdividing land, submit to the Clerk of the Planning Board at least ten days prior to the regular meeting of the Board two copies of a Sketch Plan of the proposed subdivision which shall comply with the requirements of Article V, Section 1, for the purposes of classification and preliminary discussion.

##### B. Discussion of Requirements and Classification

The subdivider, or his duly authorized representative, shall attend the meeting of the Planning Board to discuss the requirements of these regulations for road improvements, drainage, sewerage, water supply, fire protection and similar aspects, as well as the availability of existing services and other pertinent information.

Classification of the Sketch Plan is to be made at this time by the Planning Board as to whether it is a Minor or Major Subdivision as defined in these regulations. The Board may require, however, when it deems it necessary for protection of the public health, safety and welfare, that a Minor Subdivision comply with all or some of the requirements specified for Major Subdivisions. If the Sketch Plan is classified as a Minor Subdivision, the subdivider shall then comply with the procedure outlined in Article III, Sections 2 and 4 of these regulations. If it is classified as a Major Subdivision, the subdivider shall then comply with the procedures outlined in Article III, Sections 3 and 4.

##### C. Sketch Plan Review

The Planning Board shall determine whether the Sketch Plan meets the purposes of these regulations and shall, where it deems it necessary, make specific recommendations in writing to be incorporated by the applicant in the next submission to the Planning Board.

#### SECTION 2. APPROVAL OF MINOR SUBDIVISION PLAT

##### A. Application Requirements

Within six months after classification of the Sketch Plan as a Minor Subdivision by the Planning Board, the subdivider shall submit an application for approval of a Minor Subdivision Plat using the application available from the Clerk of the Planning Board. Failure to submit an application within

this time period shall require resubmission of the Sketch Plan to the Planning Board for reclassification. The Plat shall conform to the layout shown on the Sketch Plan plus any recommendations made by the Planning Board. Said application shall also conform to the requirements listed in Article V, Section 2 of these regulations.

1. Fee - All applications for Plat approval for Minor Subdivisions shall be accompanied by a fee of fifty (50) dollars.

2. Number of Copies - Five copies of the Minor Subdivision Plat shall be presented to the Clerk of the Planning Board.

3. Official Submission Date - The time of submission of the Subdivision Plat shall be considered to be the date on which the application for plat approval, complete and accompanied by the required fee and all data required by Article V, Section 2 of these regulations has been filed with the Clerk of the Planning Board.

4. Planning Board Meeting - The subdivider, or his duly authorized representative, shall attend a meeting of the Planning Board to discuss the Minor Subdivision Plat.

#### B. Public Hearing

A public hearing shall be held by the Planning Board within forty-five (45) days from the official submission date of the Minor Subdivision Plat. Said hearing shall be advertised in a newspaper of general circulation in the Town at least five (5) days before such hearing.

#### C. Action on Minor Subdivision Plat

The Planning Board shall, within forty-five (45) days from the date of the public hearing, approve, modify and approve, or disapprove the Subdivision Plat. Failure of the Planning Board to act within such time period shall constitute approval of the plat.

### SECTION 3. APPROVAL OF MAJOR SUBDIVISION PLAT

#### A. Major Subdivision Preliminary Plat

##### 1. Application Requirements

Prior to the filing of an application for final approval of a Major Subdivision Plat, the subdivider shall file an application for approval of a Major Subdivision Preliminary Plat using the application available from the Clerk of the Planning Board. Such Preliminary Plat shall be clearly marked "Preliminary Plat" and shall, in all respects, comply with the requirements set forth in the provisions of Sections 276, and 278 of the Town Law, and Article V, Section 3 of these regulations, except where a waiver may be specifically authorized by the Planning Board.

a) Fee - The application for approval of the Major Subdivision Preliminary Plat shall be accompanied by a fee of fifty (50) dollars per lot for the first ten lots and (25) dollars per lot thereafter.

b) Number of Copies - Five copies of the Major Subdivision Preliminary Plat shall be presented to the Clerk of the Planning Board.

c) Official Submission Date - The time of submission of the Major Subdivision Preliminary Plat shall be considered to be the date on which the application for approval, complete and accompanied by the required fee and all data required by Article V, Section 3A of these regulations, has been filed with the Clerk of the Planning Board.

d) Planning Board Meeting - The subdivider, or his duly authorized representative, shall attend the meeting of the Planning Board to discuss the Major Subdivision Preliminary Plat.

## 2. Major Subdivision Preliminary Plat Review

The Planning Board shall study the practicability of the Major Subdivision Preliminary Plat taking into consideration the requirements of the community and the best use of the land being subdivided. Particular attention shall be given to the arrangement, location, and width of roads, their relation to the topography of the land, water supply, sewage disposal, drainage, lot sizes, arrangement, and the future development of adjoining lands as yet unsubdivided, and the requirements of the Master Plan and Zoning Ordinance, as they may exist.

The Planning Board may require that other town officials including, but not limited to, the Public Works Superintendent, Fire Chief and Building Inspector, review and comment on the Subdivision Preliminary Plat. If other town officials are to participate in the review, the Clerk of the Planning Board will provide a copy of the Major Subdivision Preliminary Plat, immediately to such officials. Comments from any other town officials should be submitted to the Planning Board by the scheduled public hearing.

## 3. Public Hearing

Within forty-five (45) days after the receipt of such Preliminary Plat by the Clerk of the Planning Board, the Planning Board shall hold a public hearing, which hearing shall be advertised at least once in a newspaper of general circulation in the Town at least five (5) days before such hearing.

## 4. Action On Major Subdivision Preliminary Plat

Within forty-five (45) days after the date of such hearing, the Planning Board shall approve with or without modification or disapprove such

Major Subdivision Preliminary Plat, and the ground of a modification, if any, or the ground for disapproval shall be stated upon the records of the Planning Board. The time in which the Planning Board must take action on such plat may be extended by mutual consent of the subdivider and the Planning Board. When approving such plat, the Planning Board shall state in writing modifications if any, as it deems necessary for submission of the plat in final form. Within five (5) days of the approval of such Major Subdivision Preliminary Plat it shall be certified by the Clerk of the Planning Board as granted preliminary approval and a copy retained in his office, a certified copy mailed to the owner, and a copy forwarded to the Town Board. Failure of the Planning Board to act within such forty-five (45) day period shall constitute approval of the Major Subdivision Preliminary Plat.

When granting approval to a Major Subdivision Preliminary Plat, the Planning Board shall state the terms of such approval, if any, with respect to (1) the modifications to the Major Subdivision Preliminary Plat, (2) the character and extent of the required improvements for which waivers may have been requested and which, in its opinion, may be waived without jeopardy to the public health, safety, morals, and general welfare, (3) the amount of improvement or the amount of all bonds therefore which it will require as prerequisite to the approval of the Major Subdivision Plat. Approval of a Major Subdivision Preliminary Plat shall not constitute approval of the Major Subdivision Plat, but rather it shall be deemed an expression of approval of the design submitted on the Major Preliminary Plat as a guide to the preparation of the plat, which will be submitted for approval of the Planning Board and for recording upon fulfillment of the requirements of these regulations. Prior to approval of the Major Subdivision Plat, the Planning Board may require additional changes as a result of further study of the subdivision in final form or as a result of new information obtained at the public hearing.

## B. Major Subdivision Plat

### 1. Application Requirements

The subdivider shall, within six months after the approval of the Major Subdivision Preliminary Plat, file with the Planning Board an application for approval of the Major Subdivision Plat in final form, using the application form available from the Clerk of the Planning Board. If the Major Subdivision Plat is not submitted within six months after the approval of the Major Subdivision Preliminary Plat, the Planning Board may refuse to approve the Major Subdivision Plat and require re-submission of the Major Subdivision Preliminary Plat.

a) Fee - All applications for approval of Major Subdivision Plats shall be accompanied by a fee of one hundred (100) dollars.

b) Number of Copies - Three copies (one copy in ink on mylar) of the Major Subdivision Plat, the original and one true copy of all offers of cession, covenants, and agreements and two prints of all construction drawings shall be presented to the Clerk of the Planning Board at the time of submission of the Major Subdivision Plat.

e) Official Submission Date - The time of submission of the Major Subdivision Plat shall be considered to be the date on which the application for approval of the plat, complete and accompanied by the required fee and all data required by Article V, Section 4 of these regulations, has been filed with the Clerk of the Planning Board.

## 2. Endorsement of Other Agencies

Water and sewer facility proposals contained in the Major Subdivision Plat shall be properly endorsed and approved by the New York State Department of Health. Applications for approval of plans for sewer or water facilities will be filed by the subdivider with all necessary Town, County and State Agencies. Endorsement and approval by the New York State Department of Health, when necessary shall be secured by the subdivider before official submission of the Subdivision Plat.

## 3. Public Hearing (Optional)

Within forty-five (45) days of the submission of a Major Subdivision Plat for approval a hearing shall be held by the Planning Board. This hearing shall be advertised at least once in a newspaper of general circulation in the Town at least five (5) days before such hearing, provided, however, that when the Planning Board deems the Major Subdivision Plat to be in substantial agreement with the Major Subdivision Preliminary Plat approved under Section 3A of this Article, and modified in accordance with requirements of such approval if such Major Subdivision Preliminary Plat has been approved with modification, the Planning Board may waive the requirement for such public hearing.

## 4. Action on Major Subdivision Plat

The Planning Board shall by resolution conditionally approve, conditionally approve with or without modification, disapprove, or grant final approval and authorize the signing of the Major Subdivision Plat, within forty-five (45) days of its receipt by the Clerk of the Planning Board if no hearing is held, or if a hearing is held, within forty-five (45) days after the date of such hearing. This time may be extended by mutual consent of the subdivider and the Planning Board. Failure to take action on a Major Subdivision Plat within this time shall be deemed approval of the plat.

Upon resolution of conditional approval of such Major Subdivision Plat the Planning Board shall empower a duly authorized officer to sign the plan upon completion of such requirements as may be stated in the resolution. Within five (5) days of such resolution the plat shall be certified by the Clerk of the Planning Board as conditionally approved and a copy filed in his office and a certified copy mailed to the subdivider. The copy mailed to the subdivider shall include a certified statement of such requirements which, when completed, will authorize the signing of the conditionally approved Major Subdivision Plat. Upon completion of such requirements the plat shall be signed by a majority of the Planning Board. Conditional approval of a Major Subdivision Plat shall expire one hundred eighty (180) days after the date of the resolution granting such approval unless the requirements have been certified as completed within that time. The Planning Board may, however, extend the time within which a conditionally approved plat may be submitted for signature, if in its opinion such exten-

## SECTION 4. FILING OF APPROVED SUBDIVISION PLAT

### A. Final Approval and Filing

Upon completion of the requirements in Section 3 above and notation to the effect upon the Subdivision Plat, the Subdivision Plat shall be deemed to have final approval and shall be properly signed by a majority of the Planning Board and shall be filed by the applicant in the Office of the County Clerk. Any Subdivision Plat not so filed or recorded within thirty (30) days of the date upon which such Plat is approved (or considered approved by reasons of the failure of the Planning Board to act), shall become null and void.

### B. Plat Void if Revised After Approval

No changes, erasures, modifications or revisions shall be made in any Subdivision Plat after approval has been given by the Planning Board and endorsed in writing on the Plat, unless the said Plat is first resubmitted to the Planning Board and such Board approves any modifications. In the event that any such Subdivision Plat is recorded without complying with this requirement, the same shall be considered null and void, and the Board shall institute proceedings to have the Plat stricken from the records of the County Clerk.

### C. Approval Denied if Subdivider is in Default

No Subdivision Plat shall be approved by the Planning Board as long as the subdivider is in default on a previously approved Plat.

## SECTION 5. REQUIRED IMPROVEMENTS

### A. Performance Bond

Before the Planning Board grants final approval of the Subdivision Plat, the subdivider shall follow the procedure set forth in either sub-paragraph (1) OR sub-paragraph (2) below:

1. In an amount set by the Planning Board the subdivider shall either file with the Town Clerk a certified check to cover the full cost of the required improvements OR the subdivider shall file with the Town Clerk a performance bond to cover the full cost of the required improvements. Any such bond shall comply with the requirements of Section 277 of the Town Law and further, shall be satisfactory to the Town Board and Town Attorney as to form, sufficiency, manner of execution and surety. A period of one year (or such other as the Planning Board may determine appropriate, not to exceed three years) shall be set forth in the bond within which required improvements must be completed.

-OR-

2. The subdivider shall complete all required improvements to the satisfaction of the licensed engineer who shall be retained at the expense of the subdivider and who shall file with the Planning Board a letter signifying the satisfactory completion of all improvements required by the Planning Board. For any required improvements not so completed, the subdivider shall file with the Town Clerk a certified check or a performance bond covering the costs of such improvements and the cost of satisfactorily installing any improvement not approved by the licensed engineer. Any performance bond shall be satisfactory to the Town Board and Town Attorney as to form, sufficiency, manner of execution and surety.

B. Modification of Design of Improvements

If at any time before or during the construction of the required improvements it is demonstrated to the satisfaction of the licensed engineer that unforeseen conditions make it necessary or preferable to modify the location or design of such required improvements, the licensed engineer may, upon approval by the Planning Board, authorize modifications provided these modifications are within the spirit and intent of the Planning Board's approval and do not extend to the waiver or substantial alteration of the function of any improvements required by the Board. The licensed engineer shall issue any authorization under this Section in writing and shall transmit a copy of such authorization to the Planning Board at its next regular meeting.

C. Inspection of Improvements

1. Notification and Inspection Fee - At least five (5) days prior to commencing construction of any required improvements the subdivider shall notify the Town Board in writing of the time when he proposes to commence construction of such improvements so that the Town Board may cause inspection to be made by the licensed engineer to assure that all Town specifications and requirements shall be met during the construction of required improvements, and to assure the satisfactory completion of improvements and utilities required by the Planning Board. At this time the subdivider shall pay to the Town Clerk the required inspection fee plus any additional amount deemed necessary to cover all costs incurred through inspection.

2. Proper Installation - If the licensed engineer shall find, upon inspection of the improvements performed before the expiration date of the performance bond, that any of the required improvements have not been constructed in accordance with plans and specifications filed by the subdivider, he shall so report to the Town Board, Building Inspector, and Planning Board. The Town Board then shall notify the subdivider and, if necessary, the bonding company, and take all necessary steps to preserve the Town's rights under the bond.

D. Approval of Improvements

The required improvements shall not be considered to be complete until the installation of the improvements has been approved by the licensed engineer and a map satisfactory to the Planning Board has been submitted. If the subdivider completes all required improvements according to section 5A, subparagraph (2), then said map shall be submitted prior to endorsement of the plat by the Planning Board. However, if the subdivider elects to provide a bond or certified check for all required improvements as specified in

## ARTICLE IV

### SUBDIVISION STANDARDS AND REQUIREMENTS

In considering applications for subdivision of land, the Planning Board shall be guided by the standards set forth hereinafter. The said standards shall be considered to be minimum requirements and shall be waived by the Board only under circumstances set forth in Article I, Section 5 herein.

#### SECTION 1. GENERAL

##### A. Character of Land

Land to be subdivided shall be of such character that it can be used safely for building purposes without danger to health or peril from fire, flood or other menace.

##### B. Compliance with State Environmental Quality Review Act (SEQR)

Notwithstanding any provisions of these subdivision regulations or any other laws or regulations to the contrary, the provisions and requirements of Article 8 of the Environmental Conservation Law, Section 8-0113, Part 617, hereinafter referred to as "SEQR" regulations, shall be complied with beginning at the Sketch Plan stage.

##### C. Specifications for Required Improvements

All required improvements shall be constructed or installed to conform to the Town specifications and/or to the satisfaction of the licensed engineer.

#### SECTION 2. ROAD IMPROVEMENTS

##### A. General Requirements

###### 1. Compliance With Standards

In order to provide for roads of suitable location, width, and improvement to accommodate prospective traffic and afford access for fire fighting, snow removal, and other road maintenance equipment, the design standards, contained within these regulations and those standards adopted by the Town, are hereby required.

###### 2. Arrangement

The arrangement of roads shall be such as to cause no undue hardship to adjoining properties and shall be coordinated so as to compose a convenient system. Roads in the subdivision shall provide for the continuation of roads of adjoining subdivisions, and for proper projection of roads into adjoining properties which are not yet subdivided, in order to make possible necessary fire protection, movement of traffic and the construction or extension, presently or when later required, of needed utilities and public services such as sewers, water and drainage facilities. Where, in

the opinion of the Planning Board, topographic or other conditions make such continuance undesirable or impracticable, the above conditions may be modified.

### 3. Provision for Future Resubdivision

Where a tract is subdivided into large lots, the Planning Board may require that roads and lots be laid out so as to permit future resubdivision in accordance with the requirements contained in these regulations.

### 4. Relation to Topography

The road plan of a proposed subdivision shall bear a logical relationship to the topography of the property, and all roads shall be arranged so as to obtain as many of the building sites as possible at or above the grade of the roads. Grades of roads shall conform as closely as possible to the original topography.

### 5. Block Size

Blocks generally shall not be less than 400 feet nor more than 1200 feet in length. In blocks exceeding 800 feet in length, the Planning Board may require the reservation of a 20 feet wide easement through the block to provide for the crossing of utilities and pedestrian traffic where needed or desirable. In general, no block width shall be less than twice the normal lot depth.

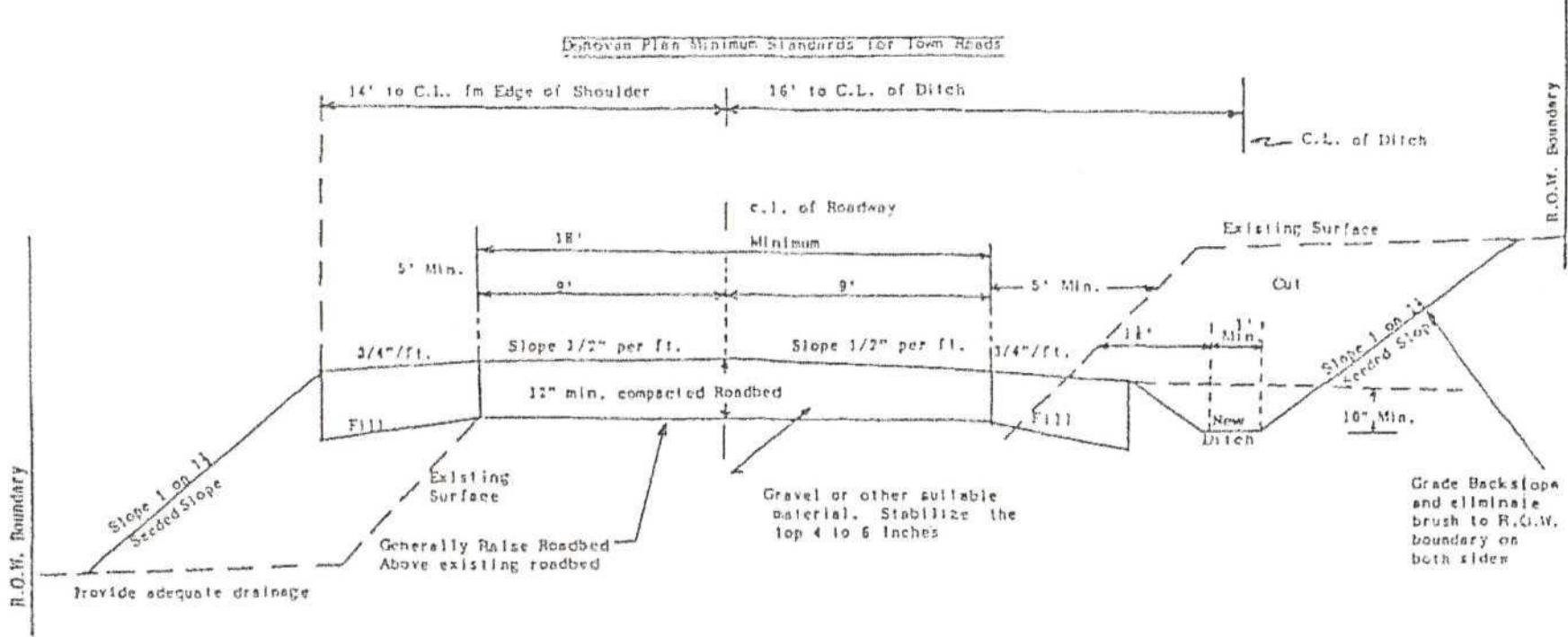
### 6. Road Names and Signs

All road names shown on any Plat shall be approved by the Planning Board. In general, roads shall have names and not numbers or letters. A road which is a continuation of an existing road shall bear the same name. Road signs, of the type approved by the Town Highway Superintendent, including warning and directional signs, shall be provided by the subdivider and placed within the road right-of-way.

## B. Road Design and Construction

### 1. Construction Specifications

Roads shall be constructed according to the Donovan Plan - Minimum Standards for Town Roads. The following diagram specifies the material to be used on the proposed roadway along with dimensions and other requirements. All necessary culverts of suitable size will be installed, and there shall be a ditch on both sides of the roadway to adequately provide for run-off. The depth of the ditches and the location and size of the culverts shall be determined by the Town Superintendent of Highways.



STABILIZE TOP WITH

- 1. Calcium Chloride minimum 8 tons per mile
- 2. Sodium Chloride minimum 13.5 tons per mile
- or      3. Bituminous material minimum 1/3 gal. per s.y.  
(or 3168 gal. per mile)

NOT TO SCALE

## 2. Widths of Right-of-Way

Roads shall have a minimum right-of-way of fifty (50) feet.

## 3. Grades

Grades of all roads shall conform in general to the terrain, and shall not be less than one-half (1/2) per cent or greater than ten (10) per cent with some areas to increase to twelve (12) per cent maximum grade length with twelve (12) per cent grade not to exceed ten (10) per cent of the total road length. In no case shall grades of roads and driveways be greater than three (3) per cent within fifty (50) feet of any intersection.

All changes in grade shall be connected by vertical curves of such length and radius as meet with the approval of the licensed engineer so that clear visibility shall provide for safe distance.

A combination of steep grades and curves shall be avoided.

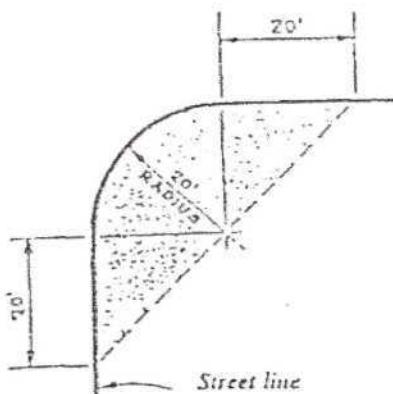
## 4. Curves

In general, road lines within a block, deflecting from each other at any one point by more than ten (10) degrees, shall be connected with a curve, the radius of which for the centerline of the road and sight distance shall have a minimum radius of horizontal curve of one hundred (100) feet and a minimum toward sight distance of one hundred and fifty (150) feet.

All road right-of-way lines at intersections shall be rounded by curves of at least twenty (20) feet radius.

## 5. Visibility at Intersections

In order to provide visibility for traffic safety, that portion of any corner lot (whether at an intersection entirely within the subdivision or of a new road with an existing road) which is shown on the sketch below shall be cleared of all growth (except isolated trees) and obstructions above the level three feet higher than the center line of the road. If directed, ground shall be excavated to achieve visibility. Visibility at the intersection of a driveway and road shall also be required to conform to the same safety requirements.



## 6. Angle of Intersection

In general, all roads shall join each other so that for a distance of at least one hundred (100) feet the road is approximately at right angles to the road it joins.

## 7. Road Jogs

Road jogs with center line offsets of less than one hundred twenty-five (125) feet shall be avoided.

## 8. Dead-End Roads (Cul-De-Sacs)

Where dead-end roads are designed to be so permanently, they shall terminate in a circular turn-around having a minimum right-of-way radius of sixty (60) feet and pavement radius of fifty (50) feet, unless the Planning Board approves an alternate arrangement. The Planning Board may require, where needed or desirable along a dead-end-road, reservation of a thirty (30) foot wide easement to the subdivision boundary to provide for the continuation of pedestrian traffic, utilities, and/or drainage facilities to the next road.

## 9. Watercourses

Where a watercourse separates a proposed road from abutting property, provision shall be made for access to all lots by means of culverts or other structures of design approved by the licensed engineer and the Department of Environmental Conservation when necessary.

Where a subdivision is traversed by a watercourse, drainage way, channel or stream, there shall be provided a storm water easement or drainage right-of-way as required by the licensed engineer, and in no case less than twenty (20) feet in width.

## 10. Utilities in Roads

The Planning Board shall, wherever possible, require that utilities be placed in the road right-of-way between the paved roadway and the road line to simplify location and repair of lines when they require attention.

Where topography is such as to make impractical the inclusion of utilities within the road rights-of-way, easements at least twenty (20) feet in width shall be otherwise provided with satisfactory access to the road. Such easements shall present as few irregularities as possible and be cleared and graded where required.

## C. Dedication of Roads

### 1. Public Acceptance of Roads

The approval by the Planning Board of a Subdivision Plat shall not be deemed to constitute or be evidence of any acceptance by the Town of any road, easement, or other open space shown on such Subdivision Plat.

## 2. Dedication of Roads

As a prerequisite to the public acceptance of a road, it must be proven to the satisfaction of the Town Board that the tax revenues from the property/properties accessed by said road shall be sufficient to cover the cost of the maintenance of said road.

In addition, dedication of roads will not be accepted until the licensed engineer and the Town Superintendent of Highways have certified to the Town Board that the development of the road has been completed in accordance with the approved plans and Town specifications, including those described herein.

All applications for the dedication of roads shall be filed with the Town Clerk for submission to the Town Board. All such applications shall be accompanied by a legal survey within one year from the date of application and in proper form for recording. Such survey is to be submitted in triplicate and be certified to the subdivider. Applications shall also be accompanied by a proposed warranty deed and any and all other necessary legal instruments to give clear and undisputed title to the Town.

## SECTION 3. LOT REQUIREMENTS

### A. Lots to be Buildable

The lot size, width, depth, shape, and arrangement shall be such that in constructing a building there will be no foreseeable difficulty for reasons of topography or other natural conditions in securing building permits to build on all lots in compliance with these regulations, the New York State Health Department Regulations, the Uniform Fire Prevention and Building Code and the Town Zoning Ordinance, if such may exist. Lots should not be of depth as to encourage the later creation of a second building lot at the front or rear.

### B. Limitation of One (1) Dwelling on Any Lot

Not more than one building designed or available for use for dwelling purposes shall be erected or placed on any lot in a subdivision without prior approval from the Planning Board. Such Planning Board approval may include (1) the construction of a dwelling to be occupied by a close, legal relative of an individual property owner where no change in property lines is involved and (2) existing structures converted for dwelling purposes where such conversions do not require major additions, expansion, or other substantial alteration to the existing structure.

### C. Lot Area

The size of any lot in a subdivision shall be limited to a minimum of three (3) acres of land in order to preserve the spacious character, physical appearance, and aesthetic environment of the community.

### D. Corner Lots and Setbacks

In general, corner lots should be larger than interior lots to provide for proper building setback from each road and provide a desirable building site. The Planning Board may also require a setback of forty feet from the outer boundaries of the

#### E. Side Lines

All side lines of lots shall be at right angles to straight road lines and radial to curved road lines, unless a variance from this rule will give a better road or lot plan.

#### F. Monuments

Monuments meeting specifications approved by the licensed engineer as to size, type and installation, shall be set to define subdivision and lot boundaries as well as other points as may be required.

#### G. Access

No lot can be landlocked. All lots shall have frontage on or direct access to a public road.

### SECTION 4. DRAINAGE IMPROVEMENTS

#### A. Removal of Spring and Surface Water

The subdivider may be required by the Planning Board to carry away by pipe or open ditch any spring or surface water that may exist either previous to, or as a result of the subdivision. Such drainage facilities shall be located in the road right-of-way where feasible, or in perpetual unobstructed easements of appropriate width, and shall be constructed in accordance with the Town construction standards and/or to the approval of the licensed engineer.

#### B. Accommodation of Upstream Drainage

A culvert or other drainage facility shall, in each case, be large enough to accommodate potential runoff from its entire upstream drainage area, whether inside or outside the subdivision. The licensed engineer shall approve the design and size of the facility based on anticipated run-off from a "100 year" storm under conditions of maximum development within the water shed. Concentrated drainage from lots onto the road right-of-way shall not be permitted.

#### C. Responsibility From Drainage Downstream

The subdivider shall study the effect of the subdivision on the existing downstream drainage facilities outside the area of the subdivision. Where it is anticipated that the additional run-off incident to the development of the subdivision will overload an existing downstream drainage facility during a "5 year" storm, the Planning Board shall notify the Town Board and shall not approve the subdivision until provision has been made for the improvement of said condition.

#### D. Land Subject to Flooding

Land subject to flooding or land deemed by the Planning Board to be uninhabitable shall not be platted for residential occupancy, nor for such other uses as may increase danger to health, life or property or aggravate

the flood hazard, but such land within the plat shall be set aside for such uses as shall not be endangered by periodic or occasional inundation or improved in a manner satisfactory to the Planning Board to remedy said hazardous conditions.

#### E. Wetlands

Areas shown on New York State Department of Environmental Conservation maps as designated freshwater wetlands shall be regulated according to the provisions contained in Article 24 of the NYS Environmental Conservation Law.

### SECTION 5. PARKS, OPEN SPACES, AND NATURAL FEATURES

#### A. Parks and Playgrounds

The Planning Board shall require the reservation of an area within the subdivision for a proposed park, playground or other public use in cases in which the Planning Board deems such requirements to be reasonable.

The approval of a Plat contained a proposed park shall not constitute an acceptance by the Town of such area but may be dedicated to the Town by the subdivider if the Town Board approves such dedication. The Planning Board may also require the filing of a written agreement between the applicant and the Town covering future deeds and title for dedication and provision for the cost of development and maintenance of any such recreation area.

#### B. Waiver, of Designation of Area for Parks and Playgrounds

Where, because of the size of the subdivision or for any other reason, it is the judgement of the Planning Board that it would be infeasible or undesirable for land to be dedicated or reserved for park, playground, or other public use, the Planning Board may require the applicant to pay fifty (50) dollars for each lot in a Major Subdivision in lieu of such land dedication or reservation. All such payments shall be held by the Town Board in a special Town Recreation Fund to be used only for park, playground or other recreational land acquisition or improvements.

#### C. Preservation of Natural Features

The Planning Board shall, wherever possible, establish the preservation of all natural features which add value to residential developments and to the community, such as large trees or groves, water courses and falls, historic spots, vistas and similar irreplaceable assets.

Land to be subdivided shall be designed in reasonable conformity to existing topography in order to minimize grading, cut and fill, to retain the natural contours and to conserve the natural vegetative cover and soil. Removal of any standing timber shall be done in such a manner as to maintain vital and mixed (age and type) growth, and in no case should the subdivider

remove more than fifty (50) percent of existing trees, except by approval of the Planning Board. All disturbed areas not occupied by building or structure or within a road bed shall be properly graded and seeded to control erosion.

D. Disposal of Waste and Debris

No waste or debris, including but not limited to cut timber, construction materials, junk, rubbish, chemical or other waste materials, shall be dumped, buried, or used as fill within the subdivision, except with prior approval from the Planning Board.

## ARTICLE V

### DOCUMENTS TO BE SUBMITTED

#### SECTION 1. SKETCH PLAN

The sketch plan initially submitted to the Planning Board shall be based on tax map information or some other similarly accurate base map at a scale (preferably not less than 200 feet to the inch) to enable the entire tract to be shown on one sheet. The Sketch Plan shall be submitted, showing the following information:

1. The location of that portion which is to be subdivided in relation to the entire tract, and the distance to the nearest existing road intersection.
2. All existing structures, wooded areas, streams, wetlands, and other significant physical features, within the portion to be subdivided and within 200 feet thereof. Where topographic conditions are significant, contours shall also be indicated at intervals of not more than twenty (20) feet.
3. The name of the owner, the name of the professional person (s) responsible for the subdivision design, and the names of all adjoining property owners as disclosed by the most recent municipal tax records within five hundred (500) feet of any perimeter boundary of the subdivision.
4. The proposed subdivision name, the tax map sheet, block and lot numbers, scale, north arrow and acreage involved.
5. All the utilities currently available, including any existing or proposed easements, and all roads which are either proposed, mapped, or built.
6. The proposed pattern of lots (including lot width, depth, and acreage), road layout, recreation areas, systems of drainage, sewerage and water supply within the subdivided area.
7. All existing restrictions on the use of land including easements or covenants.

#### SECTION 2. MINOR SUBDIVISION PLAT

In the case of Minor Subdivision only, the Subdivision Plat application shall include the following information:

1. A copy of such covenants or deed restrictions as are intended to cover all or part of the tract.
2. All on-site sanitation and water supply facilities shall be designed to meet the minimum specification of the State Department of Health, and a note to this effect shall be stated on the Plat and signed by the licensed engineer.
3. The Plat to be filed with the County Clerk shall be printed or be clearly drawn in ink on mylar. The size of the sheet shall be 24 by 36

4. A completed Environmental Assessment Form or Draft Environmental Impact Statement, as required by the Planning Board under the NYS Environmental Quality Review Act (SEQR).

### SECTION 3. MAJOR SUBDIVISION PRELIMINARY PLAT AND ACCOMPANYING DATA

A. Five copies of the Major Subdivision Preliminary Plat shall be submitted at a scale of not more than one hundred (100) but preferably not less than fifty (50) feet to the inch. The Plat shall be clearly marked "Major Subdivision Preliminary Plat" and shall include:

1. Proposed subdivision name, name of Town and County in which it is located, date, north point, scale, name and address of record owner, subdivider and engineer or surveyor including license number and seal.

2. The name of all subdivisions immediately adjacent and the names of the owners of record of all property adjacent to the subdivision and within five hundred (500) feet of any perimeter boundary.

3. Offers of cession of all land to be offered for dedication for roads, highways, easements, parks or other public facilities.

4. The location of all existing property lines, easements, structures, water bodies, watercourses, wetlands, flood hazard areas, rock outcrops, wooded areas and any other significant existing features that may influence the design of the proposed subdivision.

5. Accurate topographic mapping at a vertical contour interval of ten (10) feet or less as required by the Planning Board.

6. Location of existing sewers, water mains, culverts and drains on the property, with pipe sizes, grades, direction of flow and existing easements.

7. The width, location and names of any roads or public ways or places within the area to be subdivided and the right-of-way width, location, grades, and proposed easements, of all roads or public ways proposed by the developer.

8. Approximate location and size of all proposed water lines and sewer lines or alternative means of water supply or sewage disposal and treatment, including sites for on-site systems as provided in the Public Health Law. If individual septic systems are proposed, a sufficient number of soil percolation tests shall be performed in a logical pattern bearing close relationship to proposed building lots. The results of these soil tests shall accompany the Major Subdivision Preliminary Plat.

9. Storm drainage plan indicating the approximate location and size of proposed lines, their profiles and connection to existing and proposed drainage easements. Temporary measures to control erosion during construction phase shall also be shown.

10. Construction plans, and other drawings, as required, to show the proposed location and types of all improvements required.

11. Preliminary designs of any bridges or culverts which may be required.

12. The proposed lot lines with approximate dimensions and area of each lot and the total acreage of the subdivision.

13. Where the topography is such as to make difficult the inclusion of any of the required facilities within the public areas as laid out, the Preliminary Plat shall show the boundaries of proposed permanent easements over or under private property, which permanent easements shall not be less than twenty (20) feet in width and which shall provide satisfactory access to an existing public road or other public road or public open space shown on the subdivision.

14. An actual field survey of the boundary lines of the parcel, giving complete descriptive data by bearings and distances, prepared and certified to by a licensed land surveyor. The corners of tract shall also be located on the ground and marked by substantial monuments of such size and type as approved by the licensed engineer and shall be referenced and shown on the Plat.

B. If the application covers only a part of the subdivider's entire holding, a map of the entire tract drawn at a scale of not less than 400 feet to the inch showing an outline of the platted area with its proposed roads and indication of the probable future road system with its grades and drainage in the remaining portion of the tract and the probable future drainage layout of the entire tract shall be submitted. The part of the subdividers entire holding submitted shall be considered in light of the entire holdings.

C. A copy of such covenants or deed restrictions that are intended to cover any lot in all or part of the tract.

D. A completed Environmental Assessment Form or Draft Environmental Impact Statement, as required by the Planning Board under the NYS Environmental Quality Review Act (SEQRA).

#### SECTION 4. MAJOR SUBDIVISION PLAT AND ACCOMPANYING DATA

The following documents shall be submitted for Plat approval:

A. The Plat to be filed with the County Clerk shall be printed on or be clearly drawn in ink on mylar. The size of the sheets shall be 12 inches by 18 inches to 24 inches by 36 inches, including a margin for binding of two inches, outside of the border, along the left side and a margin of one inch outside of the border along the remaining sides. The Plat shall be drawn at a scale of no more than 100 feet to the inch and oriented with the north point at the top of the map. When more than one sheet is required, an additional index sheet of the same size shall be filed showing to scale the entire subdivision with lot and block numbers clearly legible.

The Plat shall show:

1. Proposed subdivision name or identifying title and the name of the Town and County in which the subdivision is located, the name and address of record owner and subdivider, and the name, license number and seal of the licensed land surveyor.
2. Road lines, pedestrian ways, lots, reservations, easements and areas to be dedicated to public use.
3. Sufficient data acceptable to the licensed engineer to determine readily the location, bearing and length of every road line, lot line, boundary line, and to reproduce such lines upon the ground. Where applicable, these should be referenced to monuments included in the State system of plane coordinates, and in any event should be tied to reference points previously established by a public authority.
4. The length and bearing of all straight lines, radii, length of curves and central angles of all curves, tangent bearings shall be given for each road. All dimensions and angles of the lines of each lot shall also be given. All dimensions shall be shown in feet and decimals of a foot. The Plat shall show the boundaries of the property, location, graphic scale and true north point.
5. The Plat shall also show by proper designation thereon all public open spaces for which deeds are included and those spaces title to which is reserved by the developer. For any of the latter, there shall be submitted with the Subdivision Plat copies of agreements or other documents showing the manner in which such areas are to be maintained and the provisions made therefor.
6. All offers of cession and covenants governing the maintenance of unceded open space shall bear the certificate of approval of the Town Attorney as to their legal sufficiency.
7. Lots and blocks within a subdivision shall be numbered and lettered in alphabetical order in accordance with the prevailing Town practice.
8. All lot corner markers shall be permanently located satisfactorily to the licensed engineer, and located in the ground to existing grade.
9. Monuments of a type approved by the licensed engineer shall be set at all corners and angle points of the boundaries of the original tract to be subdivided; and at all road intersections, angle points in road lines, points of curve and such intermediate points as shall be required by the licensed engineer.

B. Construction drawings including plans, profiles and typical cross-sections as required, showing the proposed location, size and type of streets, sidewalks, street lighting standards, street trees, curbs, water mains, sanitary sewers and storm drains, pavements and sub-base, manholes, catchbasins and other facilities.

APPLICATION FOR REVIEW AND APPROVAL OF SUBDIVISION

TOwn OF HALCOTT

1. Name or Title of Subdivision \_\_\_\_\_
2. Subdivider: (if owner, so state; if agent or other type of relationship, state details on separate sheet)  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_
3. Licensed Land Surveyor or Engineer:  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_
4. Location of Proposed Subdivision: (Tax lot or other identification)  
\_\_\_\_\_
5. Easements or Other Restrictions on Property: (describe generally)  
\_\_\_\_\_
6. Names of Abutting Owners and Owners Directly Across Adjoining Streets:  
(include those in other towns)  
\_\_\_\_\_
7. Requested Exceptions. The Planning Board is hereby requested to authorize the following exceptions to or waivers of its regulations governing subdivisions (attach list of such exceptions with the reason for each exception set forth):  
\_\_\_\_\_  
\_\_\_\_\_
8. The undersigned hereby requests approval by the Planning Board of the above identified subdivision Plat.  
Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

### SUBDIVISION CHECK-LIST

This check-list has been devised to assist Halcott through the subdivision review process. Enforcing subdivision regulations is simplified when each of the steps outlined in this check-list is followed in sequence and each item on the list is carefully reviewed. You should be sure to note the date when each item is accomplished. If you need assistance in completing the process, please call the Greene County Planning Department at (518) 622-3251.

Application No.: \_\_\_\_\_

Sketch Plan Filing Date: \_\_\_\_\_

Name and Address of Applicant: \_\_\_\_\_

Name and Location of Subdivision: \_\_\_\_\_

#### STEP ONE: SKETCH PLAN

##### REVIEW:

\_\_\_\_\_ Date of Sketch Plan meeting

_____ Location Map	_____ Tax map data
_____ Structures & significant physical features	_____ Names of owner(s) & adjacent property owner(s)
_____ Available utilities	_____ Proposed recreation, drainage
_____ Conformity with Master Plan	_____ Conformity with Zoning

##### PLANNING BOARD ACTION:

Classification (Check one):  Minor  Major  Accepted for filing only

SEQR Recommendation (Check one):  EAF short form  EAF long form  EIS

Planning Board's specific recommendations (Send to subdivider in writing):  
\_\_\_\_\_  
\_\_\_\_\_

#### STEP TWO (FOR MINOR SUBDIVISIONS ONLY): FINAL SUBDIVISION PLAT

##### REVIEW:

\_\_\_\_\_ Application Filing Date

_____ Location Map	_____ Tax map data
_____ Structures & significant physical features	_____ Names of owner(s) & adjacent property owners
_____ Covenants & Deed Restrictions	_____ Proposed recreation, drainage
_____ Sewer & water meet Dept. of Health specifications	_____ SEQR requirements met

Name, address & signature of licensed engineer or surveyor	Dimensions, bearings or angles of property being subdivided
Location, names & widths of existing & proposed streets	Location & names of proposed parks & playgrounds
Location & widths of existing & proposed easements	Lot lines with accurate dimensions & bearings or angles
Lot numbers	Curve data
Location, description & size of all monuments	Certification of Health Department approval
Lands dedicated to public	Lands reserved to developer
Covenants & deed restrictions	Conforms to preliminary plat?
SEQR requirements met	

ARE CONSTRUCTION PLANS INCLUDED THAT SHOW:

Plans & profiles showing location, size & invert elevations of existing & proposed sanitary & storm sewers	Typical cross-sections & details on street pavements, including curbs, gutters, sidewalks, manholes & catch-basins
Street trees	Street lighting standards
Street designs, plans & profiles on mylar or as required	Fire Hydrants

#### PLANNING BOARD ACTION:

Second Public Hearing needed? ( )YES ( )NO If yes, date held

SEQR process completed & required SEQR notices filed

Approval Date \_\_\_\_\_ Disapproval Date \_\_\_\_\_

Conditions for approval/Reasons for disapproval (Send to subdivider in writing)

## PLANNING BOARD ACTION:

 Public Hearing       Approval Date       Disapproval Date

Conditions for approval/Reasons for disapproval(Send to subdivider in writing):

STEP THREE (FOR MAJOR SUBDIVISIONS ONLY): PRELIMINARY SUBDIVISION PLAT

## REVIEW:

<input type="checkbox"/> Subdivision Title	<input type="checkbox"/> Application Filing Date
<input type="checkbox"/> Existing property lines, buildings & easements	<input type="checkbox"/> Date, Scale, North Arrow
<input type="checkbox"/> Name of owner & surveyor	<input type="checkbox"/> Names of adjoining property owners or subdivisions
<input type="checkbox"/> Location & sizes of existing & proposed sewer, water, & culverts	<input type="checkbox"/> Land to be dedicated to public
<input type="checkbox"/> Name, location and width of adjacent streets	<input type="checkbox"/> Location of rock outcrops, streams, trees over 12" dia. & other pertinent features
<input type="checkbox"/> Right-of-way & pavement width, depth & sub-base	<input type="checkbox"/> Street access to adjoining property
<input type="checkbox"/> Bridge & culvert design	<input type="checkbox"/> Street grades & elevations
<input type="checkbox"/> Dimensions, bearings or angles of all property boundary lines	<input type="checkbox"/> Contour intervals of 5 feet
<input type="checkbox"/> Covenants & Deed Restrictions	<input type="checkbox"/> Dimensions and Area of Lots
<input type="checkbox"/> Proposed parks & playgrounds	<input type="checkbox"/> SEQR requirements met
<input type="checkbox"/> Proposed storm drainage plan	

## PLANNING BOARD ACTION:

<input type="checkbox"/> Mail SEQR Lead Agency Letter	
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Approval Date
	<input type="checkbox"/> Disapproval Date

Conditions for approval/Reasons for disapproval(Send to subdivider in writing):

STEP FOUR (MAJOR SUBDIVISION ONLY): FINAL SUBDIVISION PLAT

## REVIEW:

<input type="checkbox"/> Plat on mylar	<input type="checkbox"/> Application Filing Date
<input type="checkbox"/> Names, addresses & signatures of owner & subdivider	<input type="checkbox"/> Date, Scale, North Arrow
	<input type="checkbox"/> Name of Adjoining Property owners or subdivisions