

# Pre-Application for Major/Minor Subdivision Instructions

*The purpose of the pre-application is to allow the sub-divider to outline the general nature of his/her proposal so that he/she may be advised of the proper application procedures, the general acceptability of the project, consistency of the proposal with the Town of Horicon Land Use Plan, special considerations to make in developing the subdivision plat and whether the project is a Major or Minor Subdivision, Class A or Class B Regional subdivision.*

## See Town of Horicon Subdivision Regulations Page 12 Section 6.12 Submission Requirements

1) Fill out and return ten (10) copies of this **application** with appropriate materials to the Town of Horicon Planning and Zoning Office.

a) Deadline for applications is a **minimum of 14 days prior** to any regularly scheduled meeting. Planning Board meetings are held on the third Wednesday of each month at 7:00 PM. (Subject to change without notice). Applicants are strongly advised to attend all meetings in which their application will be discussed.

2) **Key Map:** ten (10) copies - A key map or location map shall show the location of the proposed subdivision within the municipality.

3) **Sketch:** ten (10) copies - Attach rough scale sketch of the proposed subdivision and adjoining properties showing the following:

- a) Name and address of the subdivision: north arrow and scale
- b) Name of owner of the subdivision and names of all adjoining property owners.
- c) The specific boundary of the area to be subdivided.
- d) Zoning district boundaries and surrounding land use.
- e) Topographic contours (US Geological Survey Map will be acceptable).
- f) Existing drainage features (ponds, streams, rivers, marches culverts).
- g) Map of soil interpretations of existing soils indicating type, percolation and soil bearings.
- h) Present site conditions (i.e. easements and existing utilities, structures, trees, streets and street names).
  1. Means of sewage disposal
  2. Method of supplying water
  3. Means of handling storm drainage
- i) Proposed street and block layout with reference to surrounding properties and street pattern.  
existing platting (if a re-subdivision)
- j) Proposed lot layout.
- k) Any proposed right-of-way for access to other land through the subdivided property.
- l) Include a contour map.
- m) All Major subdivisions must be accompanied by maps showing breakdowns of property into areas of less than 15% grade and more than 15% grade.

4) Attach one (1) copy of your **deed** as proof of ownership.

5) If application is represented by someone other than the owner of record, the **AUTHORITY TO ACT AS AGENT FOR PROPERTY OWNER** must be completed, notarized and attached to this application.  
(10 copies)

6) Include **Perk Test** results, if applicable. (10 copies)

# Planning Board

Application # \_\_\_\_\_

PO Box 90

Brant Lake, NY 12815

(518) 494-4245 Fax (518) 494-5240

E-Mail: [zoningplanning@horiconny.gov](mailto:zoningplanning@horiconny.gov)

Website: [horiconny.gov](http://horiconny.gov)

**Class A OR Class B**

## Pre-Application for Major/Minor Subdivision

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Property Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

Contractor's/Agent/Representative's Name (if Applicable) \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Project Name (if applicable): \_\_\_\_\_

Tax Map Number (S/B/L): \_\_\_\_\_

Current Parcel Size (acreage or sq. ft.): \_\_\_\_\_

Location of Property (911 address): \_\_\_\_\_

Zone Classification & Acres: \_\_\_\_\_

If parcel is in multiple zones, indicate all zones.

CR-20,000 sq. ft,	CR-3.2 acres,			
R1-20,000 sq. ft,	R1-1.3 acres,	R1-2 acres,	R1-3.2 acres,	R1-10 acres,
R1A-3.2. acres,	R1A-5 acres,			
R2-2 acres,	R2-3.2 acres,	R2-5 acres,	R2-10 acres,	
LC-10 acres,	LC-42.6 acres,			
RRD-3.2 acres,	RRD-5 acres,	RRD-10 acres.		

APA Zone Classification: \_\_\_\_\_

(Hamlet, Moderate Intensity Use, Low Intensity Use, Rural Use, Resource Management, Industrial Use)

Current use of property: (what is present on this parcel today) list **all** structures: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many lots are you proposing to create: \_\_\_\_\_

What future development will occur on any or all parcels, if any: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of how to find Property: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**APA Questions:**

1. Are there wetlands on the property? **YES NO UNKNOWN**

**IF YES,** \_\_\_\_\_ acres/sq. ft.

If wetlands are present, are the wetlands being retained on the original, remaining parcel? **YES NO**

**IF UNKNOWN:** Have you contacted the APA to visit the site and flag possible wetlands? **YES NO**

2. Is an Adirondack Park Agency (APA) permit required? **YES NO UNKNOWN**

**IF YES,** Have you applied for an APA Permit? **YES NO**

Please attach correspondence you have had with the APA.

**IF UNKNOWN,** have you applied for an APA Jurisdictional (JIF) determination or had contact with the APA for a determination. **YES NO** If yes, please attach JIF application and/or correspondence.

4. Are additional documents presented as part of this application? **YES NO**

\* if yes, then mark all additional documents as Exhibit A, Exhibit B, etc.

# Signature Page

*Notice is hereby given that in the event the Town of Horicon determines that technical assistance is needed to review the project, the reasonable and necessary expenses associated with such review shall be borne by the project applicant\developer.*

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**Applicant's Signature**

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**Date**

I, We hereby authorize the Town of Horicon, it's employees and authorized agents access to the property for purpose of inspection.

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**Applicant's Signature**

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**Date**

I, We hereby authorize the Town of Horicon, it's employees and authorized agents access to the property for purpose of inspection.

## **Applicant's Checklist:**

- 1) Application: 10 copies \_\_\_\_\_
- 2) Key Map: 10 copies \_\_\_\_\_
- 3) Sketch: 10 copies \_\_\_\_\_
- 4) Deed: 1 copy \_\_\_\_\_
- 5) Authority to act as agent: 10 copies (if applicable): \_\_\_\_\_
- 6) Perk Test: 10 copies (if applicable): \_\_\_\_\_

# AUTHORITY TO ACT AS AGENT FOR PROPERTY OWNER

I, \_\_\_\_\_, the owner of record of the property described in this application hereby empower, \_\_\_\_\_ to act as my agent and representative in conducting presentations to the necessary board(s) and in deliberations with the board(s) pertaining to my application.

As my agent, he/she is empowered to act on my behalf in full. In so doing I, the owner applicant, understand that I am bound by any conditions imposed on my project and agreed to by my agent or by conditions or restrictions imposed by my agent as part of the presentation.

\_\_\_\_\_  
Signature of Owner/Applicant

\_\_\_\_\_  
Signature of Owner/Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Signature of Agent/Representative

\_\_\_\_\_  
Signature of Agent/Representative

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Notary