Major Subdivision Preliminary Plat and Final Plat Instructions

Attach the following if items were not submitted with the Pre-Application

- 1. Fill out and return ten (10) copies of this application with all appropriate materials to the Town of Horicon Planning and Zoning Office.
 - **A)** Deadline for applications is a **minimum of 15 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 <u>strongly advised</u> to attend all meetings in which their application will be discussed*.
- 2. Attach ten (10) copies of the survey map showing items listed below including zone lines.
- 3. Include a contour map.
- **4.** 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. **(1 copy).**
- 5. Attach deed as proof of ownership. (10 copies)
- 6. Complete the Environmental Assessment Form. (10 copies)
- 7. Include Perk Test results, if applicable. (10 copies)
- 8. Attach appropriate fee, see schedule below.

Subdivision: Total number of parcels or lots in subdivision (including parent parcel).

Pre-Application for Minor or Major Subdivision .. no fee (not common to submit a pre-app to board, see instructions)

Minor Final Plat : 2 - 4 Lots: $2 \cdot 10ts = 100.00$ $3 \cdot 10ts = 150.00$ $4 \cdot 10ts = 200.00$

 Major Final Plat: 5 - 20 Lots.......\$250.00 initial fee + \$25.00 Per Subdivision Lot being proposed

 5 lots = \$375.00
 6 lots = \$400.00
 7 lots = \$425.00
 8 lots = \$450.00
 9 lots = \$475.00

 10 lots = \$500.00
 11 lots = \$525.00
 12 lots = \$550.00
 13 lots = \$575.00
 14 lots = \$600.00

 15 lots = \$625.00
 16 lots = \$650.00
 17 lots = \$675.00
 18 lots = \$700.00
 19 lots = \$725.00

20 + Lots......\$500.00 initial fee + \$25.00 Per Subdivision Lot being proposed.

Section 6.20 - Intensity and Lot Calculation

- A. All subdivisions shall be in accordance with the intensity designations and minimum lot sizes specified in Section 6.10 hereof.
- B. For purposes of calculating minimum lot requirements and intensity under this Section, no waterbodies or land located within the right-of-way of a public highway or of a proposed street which is intended to be dedicated to the Town shall be counted.
- C. Pre-existing Development. If a parcel is improved with one or more existing principal building(s) as of August 1, 1973, a lot may be created around the principal building and related land or buildings to that use, such that at a minimum, the created lot satisfies the minimum lot size requirements of this Local Law. Such lot and the principal building thereon shall not be considered for purposes of the intensity calculation, which shall apply only to the remaining unimproved land on the parcel.
- D. Vacant Lot Development. For a parcel not improved with one or more existing principal buildings as of August 1, 1973, it may be subdivided into additional lots, provided that
 - Each new principal buildings is placed on a lot which satisfies the applicable minimum lot size requirement, and
 - The total number of lots does not exceed the number of principal buildings allowable with respect to the parcel to be subdivided. The number of principal buildings allowable shall be calculated using applicable intensity designations.
- E. Where a purely mathematical application of the Town zoning district intensity requirement to the parcel, minus if any land area necessary to create a lot around a pre-existing principal building, results in a fractional number of permissible principal buildings, that number shall be rounded to the nearest whole number, which shall be the arithmetically permissible number of principal buildings on the parcel.
- F. The Planning Board shall establish and the applicant shall show on the plat the following information:
 - 1. The number of lots containing one principal building that may be created on the entire parcel to be subdivided.
 - 2. The number of permissible resubdivisions, if any, shall also be marked on each lot or on a table shown on the plat. Plat notations shall indicate, in substance, that either "This lot may contain only one principal building (as defined in the Town of Horicon Zoning Law) and may not be further subdivided" or "This lot may contain a maximum of {insert number} principal buildings (as defined in the Town of Horicon Zoning Law) and may be subdivided into a total of no more than {insert number} lots." Upon resubdivision of any lot, such notations shall be made for each new lot.

Section 6.30 - Maximum Lot Coverage

A. Maximum lot coverage shall be 30 percent for all lots 2 acres or less in size, including non-conforming undersized lots. (There is no maximum lot coverage requirement for lots more than 2 acres in size.)

Town of Horicon

Planning Board

Application #

PO Box 90 Brant Lake, NY 12815 (518) 494-4245

Fax (518) 494-5240 Class A OR Class B

E-Mail: zoningplanning@horiconny.gov

Website: horiconny.gov

MAJOR SUBDIVISION

PRELIMINARY PLAT APPLICATION FINAL PLAT APPLICATION

Property Owner's Name:	
Mailing Address:	
Phone Number(s):	
Contractor's/Agent/Representative's Name (if Applicable):	
Address:	
Phone Number(s):	
Project Name:	
Tax Map Number: 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 2-2 acres RRD 5 acres RRD 10 acres	

Applicant's Signature	Date
Applicant's Signature	Date
	yees and authorized agents access to the property for purpose of inspection.
project, the reasonable and necessary expenses associ	ricon determines that technical assistance is needed to review the attended with such review shall be borne by the applicant/developer.
* if yes, then mark all additional documents	as Exhibit A, Exhibit B, etc.
Are additional documents presented as part of this a	pplication? YES NO
IF YES, Have you applied for an APA permit? YES please attach correspondence you have had wit	
2) Is an Adirondack Park Agency (APA) permit required	? YES NO UNKNOWN
IF UNKNOWN, have you contacted the APA to inquire possible wetlands? YES NO	if wetlands exist on parcel or requested a site review to flag
1) Are there wetlands on the property? YES NO IF YES,Acres/Sq. Ft.	UNKNOWN
Adirondack Park Agency (APA) questions:	
Will any future development occur on any or all par	cels?
Description of how to find Property:	
Current use of property: (what is present on this par	cel today) list all structures:
Describe Project:	
(Hamlet, Moderate Intensity Use, Low Intensity Use	e, Rural Use, Resource Management, Industrial Use)
APA Zone Classification:	

AUTHORITY TO ACT AS AGENT FOR PROPERTY OWNER

I,	, the owner of record of the
property described in this application hereby empore	wer,
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 app	plication.
As my agent, he/she is empowered to act on my bel	half in full. In so doing I, the owner applicant,
understand that I am bound by any conditions impo	osed on my project and agreed to by my agent or by
conditions or restrictions imposed by my agent as p	part of the presentation.
Signature of Owner/Applicant	Signature of Agent/Representative
Date	Date
Notary	Notary
Date	Date

Preliminary Application Requirements:

Listed below are requirements for key map and main drawing to subdivision plat. See Town of Horicon Subdivision Regulations Section 6.21.

1. Key Map:

- a) Scale 1'' = 800'
- b) Show the following information for the proposed subdivision and areas extending two hundred (200) feet beyond the subdivision.
- 1) Relationship of the proposed subdivision to the primary and secondary highway system and main intersections.
 - 2) Boundary Lines: zoning districts, if applicable, special districts and municipal areas.
 - 3) "Match Lines" as needed when there are two or more drawings to show the complete subdivision.
 - 4) Boundary Data: The proposed subdivision area shall be shaded or significantly outlined.
- 5) Boundaries of adjacent properties and property owner's names: (Adjacent properties which are a part of a recorded subdivision plat may be identified by the subdivision name.).

2. Preparation:

The Preliminary plat shall be prepared by a licensed professional engineer or licensed land surveyor and shall provide all information required. All drainage and utility design shall be prepared by a licensed engineer.

3. Standard for Drawing Sheet:

- a) Scale not less than 1" = 100'
- b) Drawing size shall be no smaller than 20" x 20".
- c) If more than one (1) sheet is warranted, a "Match Line" shall be clearly drawn on both sides.

4. Title Block:

- a) Name of Subdivision
- b) Address of Subdivision (Name of Road)
- c) Name and Address of Sub-divider
- d) Names and Address of Owner
- e) Name, Address and License Number of Professional Engineer/Land Surveyor who prepared the Drawing.
- f) Date of Original Submission and Dates for each subsequent submission
- g) True or magnetic North Date Taken

5. Topographic Contours:

- a) Not greater than twenty (20) foot intervals in the USGS taken at mean sea level or equivalent information developed by a licensed engineer or land surveyor.
- b) Contours shall extend two hundred (200) feet beyond the subdivision boundary.

6. Existing Site Conditions:

- a) Streets right-of-way:
 - 1) Name
 - 2) Location Width
 - 3) Centerline elevations at intersections: centerline elevations at other critical points.
- b) Other rights-of-way and easements
 - 1) Identification
 - 2) Location Width
 - 3) Restrictions of use, if any
- c) Drainage structures
 - 1) Type of structure
 - 2) Location, Invert gradients, Size of all structures, where applicable
- d) Other utility structures such as water, sewer, gas mains and power lines.
 - 1) Type of Structure
 - 2) Locations, size, invert elevations and gradients of all structures, where applicable.

- e) Hydrology
 - 1) Marshes, ponds, streams, rivers or similar conditions
 - 2) Location area covered indicating apparent high water level Area covered by apparent high water level.
- f) Location of other natural features: i.e. wooded areas, rock out-crop or isolated preservable trees one (1) foot or more in diameter.
- g) Test Hole Data, if required.
 - 1) Data and Location
 - 2) Findings from all test holes (graphic representation).
 - 3) The number and location of test holes shall be acceptable to the Planning Board.
- h) Designation of municipal or other public lands within proposed subdivision as: Parks, Open Spaces or other Public or Community Use. (Please explain).
- i) Building and/or other structures to remain: Building, type, location, other structures, type location.
- 7. Proposed Site Conditions: (must conform to the Town Zoning Ordinance).
 - a) Streets
 - 1) Names (Checked before submitted to avoid duplication)
 - 2) Rights-of-way (minimum fifty (50) feet Pavement width (minimum twenty-four (24) feet).
 - 3) Tentative Centerline elevations at principal changes in grades
 - 4) Tentative centerline gradient shown in percent of slope or preliminary profiles.
 - b) Lot Layout
 - 1) Dimensions of lots (nearest 1/100 ft.)
 - 2) Easements Purpose of: Restricted Area(s) - Purpose of
 - 3) Special Use Lots or Parcels Identification dedication
 - 4) Street access to adjoining properties Location
 - 5) Lot Drainage Type and Location
 - 6) Number of Blocks and Lots
- 8. Storm water Drainage Plans:
 - a) Drainage Structures Location and Type
 - b) Location of Storm Sewers/Sub-surface drains
- 9. Utilities Plans: Attach a copy of each of the following systems with specified information:
 - a) Proposed sewer plan showing structures, direction of flow and connection with existing system.
 - b) Proposed water supply plan showing connection with existing system, showing mains, valves and hydrants.
 - c) For individual sanitary systems, show a typical lot layout indicating location of systems dimensioned with reference to house and water supply and a drawing of proposed sanitary waste disposal system.
- 10. Open Space: May be shown separately on main drawing sheet
 - a) Location of open space areas
 - b) Facilities to be provided in open space areas (see Section 7.20)
- 11. Protective Covenants: Attach a draft of any protective covenants whereby the sub-divider proposed to regulate land use in the subdivision and otherwise protect the proposed development.
- 12. Municipal Services (May be required for Class A or Class B Regional Subdivisions). If the proposed subdivision is a regional subdivision, the sub-divider may also be required to submit an analysis with supporting data of the ability of the public to provide services and facilities which can reasonably be anticipated to be required following the approval of the project, an analysis with supporting data of any benefits that might derive from the project, any plans the applicant may have for future development related to this project and information describing the applicant, his or its financial capacity to complete the project as planned and any professional advisors or consultants engaged in respect to the project.
- 13. Attach evidence of New York State Department of Environmental Conservation permit for sewage discharge, approval of community sewage system and/or approval of new or extended community water supply.
- 14. Attach evidence of New York State Department of Health's approval of subdivision water supply and/or septic design.

FINAL PLAT APPLICATION REQUIREMENTS:

Listed below are requirements for the Final Plat and shall follow those of the Preliminary Layout. See Town of Horicon Subdivision Regulations Section 6.21, 1 - 12 with the following changes.

- 1. Key Map
- 2. Preparation
- 3. Standard for Drawing Sheet
- 4. Title Block
- 5. Topographic Contours Deleted
- 6. Existing site conditions
- 7. Proposed Site Conditions
- 8. Storm Water Drainage Plan
- 9. Utilities Plans
- 10. Open Space
- 11. Protective Covenants
- 12. Municipal Services

Additions:

- a. Survey Data
 - (1) Accurate traverse of subdivision boundaries with true bearings and distances.
 - (2) Municipal, Town, County and special district boundaries referenced to the subdivision survey by true angles and distances.
 - (3) Radii, internal angles, points of curvature, tangent distances and lengths of all curves.

b. Monuments

- (1) Accurate location of all monuments (See Appendix C)
- (2) Proposed new monuments or monuments to be reset shall be shown.
- (3) One (1) monument shall be located at each corner and at each general change in direction of the boundary.
 - (4) Two (2) monuments shall be located at each street intersection.
- (5) Monuments shall be located at the beginning and end of each curve along one side of the street right-of-way.
- c. Public Improvement and Utilities Plan, Details and Profile This plan and profile are declared to be an integral part if the Final Plat Submission and shall be reviewed and approved by the Town Engineer. The performance bond and inspection shall be based on the Public Improvement and Utilities Plan and Profiles (Section 6.21 (9)), the Final Plat and the municipal specifications for such public improvements and utilities. Health Department approval block with approval stamp by the Health Department shall be made on the document.
- (1). Basic Plan Requirements
 - a. Sheet size shall be 20" x 20" or 20" x 40". A larger area necessitates the use of two or more sheets to show the entire subdivision.
 - b. Title Block: Name of Subdivision Scale and Date
 - c. The plan shall show the outline of all rights-of-way, easement and similar conditions.
 - d. Critical street center line grade elevations.
- (2) Drainage System Requirements
 - a. Complete drainage system for the entire subdivision, with the appropriate development stages for each of the Final Plat sections shall be shown graphically with all existing drainage features which are to be incorporated, properly identified as existing.

- b. The boundaries and area in acres of storm water run-off watersheds shall be shown for each drainage structure.
- c. All proposed drainage structures (i.e. valley gutters) shall be shown.
- d. Identify all drainage structures by County and Town, specify type numbers (if available).
- e. Location of required test pits, borings and the description of soil conditions and water table.
- f. Notations and calculations concerning the ability of receiving waters or drains to accept the additional anticipated flows.

(3) Utility Systems Requirements

a. Water Supply distribution:

Ownership of water supply

Location and type of source of supply on property where piped in, size of main supply

Details of water supply facility if other than municipal.

Location and size of all distribution mains.

Location of fire hydrants and hydrant valves.

Location of all control valves.

b. Sanitary Sewers:

Location and type of treatment facilities or where discharged to town sewer and size of receiving sewer.

Details of treatment facility if other than municipal

All sanitary manholes.

Locations, size and direction of flow for all sewers.

Location of structures and any mechanical equipment.

Detail sheets, manufacturers' specifications, installation instructions and parts list for all mechanical equipment.

(4) Profile Drawing Requirements

a. Drawings shall be made on standard profile paper with the following scales:

Horizontal scale of 1" = 50' Vertical scale of 1" - 10'

All profiles shall show the existing and proposed natural grade, the center lines of existing and proposed roads and the system of survey stations.

The center line profile and vertical curve data as to gradient and critical elevations.

The invert profile and location of all drainage structures in street right-of-way and in drainage easements, top of structure elevations.

The invert profile and location of all manholes for sanitary sewers in street right-of-way and in sanitary sewer easements, top of structure and invert elevations.

d. Performance Bond - See Section 9

e. Offers a Cession and Protective Covenants

- (1) Offers of cession be dedicating streets, rights-of-way and any sites for public uses and agreements covering the improvements and maintenance of un-ceded public places and the conditions and time limits, if any, applying to site reservations.
- (2) Statement by the Town Attorney approving as to legal sufficiency of all offers of cession and all covenants governing the maintenance of un-ceded public open space.
- (3) Protective covenants in form for recording, including covenants governing the maintenance of unceded public spaces or reservations.
- f. Such other certificates, affidavits, endorsements or agreements as may be required by the Planning Board in enforcing these regulations.

617.20 Appendix B Short Environmental Assessment Form

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 which 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):	
P-i-f Description CD	
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, l	ocal law, ordinance, NO YES
1. Does the proposed action only involve the registative adoption of a plan, i	ocal law, ordinance, INO. I ES
administrative rule, or regulation?	
administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and	the environmental resources that
administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and may be affected in the municipality and proceed to Part 2. If no, continue to	the environmental resources that question 2.
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S Tathern July		,
5. Is the proposed action, a. A permitted use under the zoning regulations?	YES	N/A
a. A permitted use dilder the zoning regulations?		
b. Consistent with the adopted comprehensive plan?		
	<u> </u>	<u> </u>
6. Is the proposed action consistent with the predominant character of the existing built or natural	NO	YES
landscape?		
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:	NO	XES
	<u> </u>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES
b. Are public transportation service(s) available at or near the site of the proposed action?		
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?		
9. Does the proposed action meet or exceed the state energy code requirements?	NO	XZCC
If the proposed action will exceed requirements, describe design features and technologies:	.NO	YES
representation of the second o	L1	—
		╽┖┷┤
10. Will the proposed estimate the state of		
10. Will the proposed action connect to an existing public/private water supply?	NO	YES
If No describe most at Community and the		
If No, describe method for providing potable water:		
	' '	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES
The state of the s	110	ILL
If No, describe method for providing wastewater treatment:		<u> </u>
The state of the s		
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic	NO	YES
Places?		
b. Is the proposed action located in an archeological sensitive area?		
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain	NO:	YES
wetlands or other waterbodies regulated by a federal, state or local agency?		
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:		
22 200) restainly the worlded of waterbody and extent of alterations in square rect of acres;	\$585.6C	34.00
And the second of the second o	20000000000000000000000000000000000000	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that	annly	- C- (3-5)
☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional	appiy.	- 1
☐ Wetland ☐ Urban ☐ Suburban		.
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed	NO	YES
by the State or Federal government as threatened or endangered?		
16 Tesho maintaita 1: 12 1: 100 m. (1. 1. 1. 1.		
16. Is the project site located in the 100 year flood plain?	NO	YES
	$[[\]\]$	
17. Will the proposed action create storm water discharge, either from point or non-point sources?	NO	YES
If Yes,		
a. Will storm water discharges flow to adjacent properties?	- <u> </u>	
	The state of	<u> </u>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	意物质	1,000
If Yes, briefly describe: NO YES	E WENT	1, 3, 3, 3
	girti.	Acceptance
	Acres (Section)	Comment of the St.

18. Does the proposed action include construction or other activities that result in the impound water or other liquids (e.g. retention pond, waste lagoon, dam)?	iment of	NO	YES
Yes, explain purpose and size:			l
9. Has the site of the proposed action or an adjoining property been the location of an active of solid waste management facility?	or closed	NO:	YES
Yes, describe:			
	**		
		, .	
D. Has the site of the proposed action or an adjoining property been the subject of remediation	n (ongoing or	NO	YES
completed) for hazardous waste? Yes, describe:			
- 1 553 46501105,			$ \bigsqcup $
			ļ ·
AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCUR	ATE TO THE	BEST O	F MY
NOWLEDGE			
pplicant/sponsor name: Date:		<u> </u>	
gnature:			
nerwise available to the reviewer. When answering the questions the reviewer should be gui ponses been reasonable considering the scale and context of the proposed action?"		ept "Hav	
herwise available to the reviewer. When answering the questions the reviewer should be gui sponses been reasonable considering the scale and context of the proposed action?"	No, or small impac	Moo	derate
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therwise available to the reviewer. When answering the questions the reviewer should be gui esponses been reasonable considering the scale and context of the proposed action?" Will the proposed action create a material conflict with an adopted land use plan or zoning regulations? Will the proposed action result in a change in the use or intensity of use of land? Will the proposed action impair the character or quality of the existing community? Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	No, or small impact may occur	Moo to im	derate large pact
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	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3, Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

that the proposed action may result in one or more pote environmental impact statement is required.	mation and analysis above, and any supporting documentation
Name of Lead Agency	Date
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

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