

Town of Horicon Planning Board

Minor Subdivision Final Plat Instructions

Minor Subdivision is defined as the Division of a single parcel into at least two (2) but not more than four (4) lots in such a way that it does not require the construction of a new street or public utility or the expansion or extension of an existing street or public utility for the parcels to be developed.

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 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 strongly advised 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. *Requirements for key map and drawing per Section 5.22 are attached.*

3. Include a contour map.

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. (1 copy)

6. Enclose a check for appropriate fee made payable to the Town of Horicon.

7. Complete the Short Environmental Assessment Form, front page only. (1 copy)

8. Include Perk Test results, if applicable.

Applicants Checklist:

Application _____

Survey Map _____

Deed _____

Authorization _____

Payment _____

Environmental Assessment Form _____

Additional Documents _____

Town of Horicon

Planning Board

PO Box 90

Brant Lake, NY 12815

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

E-Mail: zoningplanning@horiconny.gov

Website: horiconny.gov

Application # _____ -SD

Class A OR Class B

MINOR SUBDIVISION FINAL PLAT APPLICATION

(2 - 4 lots)

Property Owner's Name: _____

Mailing Address: _____

Phone Number(s) Home: _____ Work _____ Cell _____ Fax _____

Contractor's/Agent/Representative's Name (if Applicable) _____

Address: _____

Phone Number(s) Home: _____ Work: _____ Cell: _____ Fax: _____

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-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:

Proposed use: (what are you proposing to accomplish with this application): _____

Description of how to find Property: _____

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

Adirondack Park Agency (APA) questions:

1) Are there wetlands on the property? YES NO UNKNOWN
IF YES, _____ Acres/Sq. Ft.

IF UNKNOWN, have you contacted the APA to inquire if wetlands exist on parcel or requested a site review to 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.

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

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

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.

I certify that the information submitted herein is complete and correct.

I understand that upon approval of this application I must file the approved subdivision plat in the office of the Warren County Clerk within 60 days. Until such filing a Land Use and Development Permit may not be granted.

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

Applicant's Signature

Date

Applicant's Signature

Date

REQUIREMENTS FOR KEY MAP AND DRAWING:

Listed below are requirements for key map and main drawing to subdivision plat. See Town of Horicon Subdivision Regulations Section 5.22 Final Plat Submission Requirements.

1. Key Map

a) Scale 1" = 800'

b) Information required 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, 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 or adjacent properties and property owners names: (Adjacent properties which are a part of a recorded subdivision plat may be identified by the subdivision name).

2. Preparation of Final Plat: (Preliminary application) The Final plat shall be prepared by a licensed professional engineer or licensed land surveyor and shall provide all information required

3. Standard for Drawing Sheet (Preliminary application)

a. Scale not less than 1" = 100'

b. Drawing size shall be 20" x 20" or 20" x 40"; Any proposal requiring a larger space be proposed on two or more sheets.

c. If the case should warrant more than one sheet, a clearly drawn "Match Line" shall be place on both sheets.

4. Title Block (Preliminary application)

a. Name of Subdivision

b. Post office address of subdivision

c. Name and address of subdivider

d. Name and address of owner.

e. Name, address, licence number and seal of the professional engineer or land surveyor who prepared the drawing.

f. Date of original submission and for each subsequent submission.

g. True or magnetic north and date taken.

5. Existing site conditions (Preliminary application)

a. Street right-of-way

(1) Name

(2) Location and width

b. Other rights-of-ways and easements

(1) Identification

(2) Location and width

(3) Restrictions of use, if any

c. Drainage structures

(1) Type of Structure

(2) Location, invert elevations, gradients and sizes of all structures where applicable.

d. Other Utility structures such as waster, sewer, gas mains and power lines (if not on or adjacent to site, indicate

direction and approximate distance and size of nearest ones showing invert elevations of sewers or culverts).

e. Marshes, ponds, rivers, streams or similar conditions.....

Location and area covered indicating high water level.

f. Test hole data, if required

(1) Date of testing and location of test holes on site.

(2) Graphic representation of finds for all test holes.

g. Municipal or other public lands, land designated as parts, open spaces or for some public or community use.

h. Buildings and other structures on the subdivision which are to remain.

6. Proposed Site Conditions (Preliminary application) Must conform to Zoning Ordinance

a. Streets

(1) Any right-of-way for future access to other lands through the subdivided property.

b. Lot Layout

(1) Dimensions and area of lots to nearest 1/100 foot.

(2) Easements and restricted areas with notation as to purpose.

(3) Identification of lots or parcels for special use, whether they are to be offered for dedication or not

c. Utilities

(1) Location of proposed on-site water system or connection to existing system.

(2) Location of proposed on-site sanitary disposal system showing treatment area, connection points and line size or connection to existing system

(3) Location and size of storm water improvements to be constructed (if any).

(4) Evidence that the proposed methods for water supply and sanitary sewage disposal have been reviewed and approved by New York State Health Department and the New York State Department of Environmental Conservation (ENCON), as required.

7. Additional Information:

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 bearings and distances.

b. Letters in appropriate cases to the Chairperson of the Planning Board, signed by a responsible official of the State Department of Transportation (DOT) or County Public Works Department, approving proposed construction on State or County rights-of-way and indicating that the necessary permits have been issued by their office or submit a copy of permit.

c. Such other certificates, affidavits, endorsements or agreements as may be required by the Planning Board in the enforcement of these regulations.

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
 1. Each new principal building is placed on a lot which satisfies the applicable minimum lot size requirement, and
 2. 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.)

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 Agent/Representative

Date

Date

Notary

Notary

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):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?		NO	YES
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		<input type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency?		NO	YES
If Yes, list agency(s) name and permit or approval:		<input type="checkbox"/>	<input type="checkbox"/>
3.a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____			
<input type="checkbox"/> Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?		NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____		NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. a. Will the proposed action result in a substantial increase in traffic above present levels?		NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are public transportation service(s) available at or near the site of the proposed action?		<input type="checkbox"/>	<input type="checkbox"/>
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?		<input type="checkbox"/>	<input type="checkbox"/>
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____		NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____		NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____		NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places? b. Is the proposed action located in an archeological sensitive area?		NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? 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: _____		NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?		NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100 year flood plain?		NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____		NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: _____		Date: _____
Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>

	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?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

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.

<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

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)

PRINT