

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)

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 buildings 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.)

Town of Horicon

Planning Board

Application # _____ -SD

PO Box 90

Brant Lake, NY 12815

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

E-Mail: zoningplanning@horiconny.gov

Class A OR Class B

Website: horiconny.gov

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.

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