

APPLICATION FOR FINAL SUBDIVISION

GENERAL INFORMATION

Planning Board Fee - \$50.00 plus \$15.00 per lot plus \$25.00 per lot for engineering review per Chapter 27 - REIMBURSEMENT OF FEES and the Town of Victor Fee Schedule. Engineering fees may exceed the amount set above. If engineering review exceeds the amount submitted at the time of this application, the applicant will be billed on a monthly basis and receive a copy of the Town Engineer's invoice.

As provided for in Chapter 27, REIMBURSEMENT OF FEES, all administrative expenses (i.e., legal, engineering) incurred by the Town in review and processing of the applications shall be charged back to the applicant as a fee related to the application submitted. Chapter 27 is available upon request.

Twelve (12) sets of plans, One (1) 11 x 17, and the complete application must be submitted to the Planning Department **FIVE (5) WEEKS** prior to a scheduled Planning Board meeting.

Should there be a need for a Special District, the Town has established procedures for the implementation of Special Districts.

The subdivision should carry the name of the parcel for which it may be known.

The applicant must post a sign stating "PROPERTY UNDER REVIEW". The sign shall be obtained from the Planning Department at the time the application is submitted and must be posted at least one week prior to the Planning Board meeting date. **FINAL APPROVALS MAY BE DELAYED IF THE SIGN IS NOT POSTED!**

Approved subdivision maps, including conservation easements, lot consolidations, and lot line adjustments, shall be submitted in digital format, Autocad 2002, or latest version, effective January 1, 2004 (per Town Board Resolution #193 of June 23, 2003).

UPDATED DESIGN AND CONSTRUCTION STANDARDS FOR LAND DEVELOPMENT ARE AVAILABLE IN THE TOWN CLERK'S OFFICE. ASK THE SECRETARY TO THE PLANNING BOARD FOR THE MOST RECENT REVISION DATE.

Date _____

Application No. _____

Name of Subdivision _____

APPLICATION FOR "FINAL SUBDIVISION" REVIEW

DATE _____

APPLICANT'S NAME _____ PHONE # _____

ADDRESS _____

APPLICANT _____ OWNER _____

PREVIOUS OWNER'S NAME _____ PHONE # _____

ADDRESS _____

CONSENT HAS BEEN GRANTED BY OWNER FOR THIS APPLICATION ___ YES ___ NO

OPTION EXPIRES _____ (PROOF OF CONSENT MUST BE SUPPLIED)

NAME OF SUBDIVISION _____

LOCATION _____

TYPE OF SUBDIVISION: ___ RESIDENTIAL ___ COMMERCIAL ___ INDUSTRIAL

WATER BENEFITTED AREA ___ YES ___ NO SEWER DISTRICT _____

FIRE DISTRICT _____ ZONING DISTRICT _____

ACRES IN SUBDIVISION _____ NUMBER OF LOTS _____ TAX MAP # _____

NAME OF ENGINEER _____ PHONE # _____

ADDRESS _____

EASEMENTS ___ YES ___ NO _____
(Brief Description)

DEED RESTRICTIONS ON PROPERTY _____
(Brief Description)

WILL SUBDIVISION BE DEVELOPED IN PHASES? ___ NO ___ YES HOW MANY? ___

WERE MODIFICATIONS REQUESTED ON PRELIMINARY PLAN? ___ YES ___ NO

HAVE MODIFICATIONS BEEN MET? ___ NO ___ YES - IF YES, SUPPLY LIST OF
MODIFICATIONS ON SEPARATE SHEET.

DATE _____ SIGN _____
(Applicant or Owner)

INFORMATION REQUIRED FOR FINAL SUBDIVISION PLAN REVIEW

The information listed below is required by the Town of Victor Planning Board prior to an application being deemed “complete.”

A complete application must be received by the Secretary to the Planning Board **FIVE (5) WEEKS** prior to a scheduled Planning Board meeting. This checklist is provided for informational purposes only, and is not to be “used” or “removed” and all items listed must be on the plan at the time of submittal.

Submission requirements for Final Plans for **Major Subdivisions**:

The final subdivision plans shall include the following separate sheets:

1. _____ Subdivision plat record plan.
2. _____ Grading and Drainage Plan.
3. _____ Utility Plan.
4. _____ Landscaping Plan.
5. _____ Street Lighting Plan.

In addition to the requirements for Sketch Plan and the Preliminary Plan, the following information shall be provided on the Final Plans:

6. GENERAL

_____ Twelve (12) sets of plans not more than 34” x 44” and One (1) 11x17.

_____ If more than one sheet, provide an index map.

_____ Date and North Arrow.

_____ Subdivision name.

_____ Name, address and signature of owner of record.

_____ Owners of adjacent lands.

_____ Name, address and signature of Engineer or Surveyor.

_____ Engineer’s seal and signature.

_____ Field survey of boundary lines of proposed lots.

_____ Covenants, easements, or deed restrictions affecting the proposed subdivision.

- _____ Deed descriptions.
- _____ Survey map of boundaries certified by Licensed Surveyor.
- _____ Location of property lines.
- _____ Existing buildings.
- _____ Water courses (show 100 year flood limitations).
- _____ Swamps _____ Springs _____ Woods
- _____ Topographical features (contours with intervals of not more than five (5) feet).
- _____ Existing culverts including location, size, type, elevations.
- _____ Adjacent roads, pavement, and right-of-way.
- _____ Tracing overlay of soils and their classifications.
- _____ Description and outline of existing trees and vegetation.
- _____ Distance to the nearest major road or street intersection.
- _____ Cross sections of final grading steeper than three (3) horizontal to one (1) vertical.
- _____ Approximate lines of utilities underground (electric, gas, telephone, etc.).
- _____ Approximate location and dimensions of areas proposed for parks, playgrounds, and open space.
- _____ Location of any municipal boundary lines.
- _____ Special district lines within the tract.
- _____ Existing zoning.
- _____ Zoning district lines within the tract.
- _____ Indication of non-conforming lots.
- _____ On each page provide a 3' x 5' block on right side of plan for Town use with a heading "Final Subdivision" with two signature lines: Town Engineer and Planning Board Chairman.
- _____ Twelve (12) copies of the maps to be submitted with the application.

_____ That an 11 x 17 plan be submitted for use by each Board Member in the review of the project.

_____ The layout of proposed lots, including lot numbers and acreage of each lot.

_____ Location of all proposed buildings.

_____ Grading plan showing existing and proposed contours at intervals of not more than two (2) feet.

_____ Landscaping plan for street trees, including varieties and minimum size, and existing trees to be preserved.

_____ Street lighting plan showing location of street lighting fixtures.

_____ Easements provided for all dedicated facilities located outside road right-of-way.

_____ Bearings & distances for easements shown on plan.

_____ Plans submitted to NYS Department of Transportation and NYS DEC for comments, if required.

_____ Application for the formation of a Water Benefitted Area, if necessary. (See Town Clerk)

_____ Application for the formation of a Sewer District, if required. (See Town Clerk)

7. **WATER DISTRIBUTION SYSTEM**

Public Water Supply

_____ Final plans and details of water distribution system.

Private Water System

_____ Final design and details for individual wells.

8. **SANITARY SEWER SYSTEM**

Public Sanitary Sewer System

_____ Final plans, profiles and details of sanitary sewer system.

_____ Sanitary sewer system plan submitted to Town of Farmington D.P.W. for review and comment. Private Subsurface Sewage Disposal System

_____ Final design and details of subsurface disposal systems.

9. **DRAINAGE SYSTEM**

_____ Final plans, profiles, and details of storm drainage system including detention facilities.

_____ Drainage easements provided for storm sewers and inlets not located in right-of-way, detention facilities, and swales or streams that carry uphill drainage across downhill lots.

10. **SEDIMENT AND EROSION CONTROL**

_____ Location and details for erosion control measures.

_____ Areas disturbed by grading indicated to be re-seeded as soon as possible.

11. **STREETS AND ROADS**

Lines and grades of proposed streets.

_____ Typical cross-sections of proposed streets.

_____ Profiles of proposed streets.

_____ Names of proposed streets.

_____ Location and size of cuts and fills.

_____ Proposed location of monuments.

_____ Easements including descriptions and dimensions.

_____ Note on plan indicating that street and traffic signs shall be provided as required by the Design and Construction Standards.

_____ Approval for open cut road crossings shall be obtained from Highway Superintendent. Include Town's standard detail for typical road crossing.

_____ Planting plan for street trees (show location, varieties and size).

12. **FINAL ENGINEERING REPORT FOR MAJOR SUBDIVISIONS**

_____ The final engineering report shall expand on the information included in the preliminary engineering report, and shall include final design computations. Any significant changes from the preliminary report shall be explained in detail.

13. **FINAL DRAINAGE REPORT FOR MAJOR SUBDIVISIONS**

The final drainage report shall expand on the information included in the preliminary drainage report, and shall provide the following additional information:

_____ Final design data and computations of storm drainage and detention facilities.

_____ Specific erosion and sedimentation control measures during construction.

STATEMENT OF APPLICANT/OWNER

In conjunction with an application made to the Planning Board/Zoning Board of Appeals/Town Board for the Town of Victor, the undersigned represents and states the following:

1. That the applicant and/or owner have been advised and are aware of their obligation to reimburse the Town of Victor for any and all engineering or legal fees incurred by the Town of Victor in conjunction with this application. Furthermore, this obligation shall not be dependent upon the approval or success of the application.
2. In the event the Town of Victor is required to refer for collection an outstanding debt for engineering and/or legal fees due and owing to the Town of Victor, the applicant and/or owner shall be obligated to pay the reasonable attorney's fees incurred as a result of the Town's efforts to collect such fees. Reasonable attorney's fees shall also include any and all disbursements that may result from the commencement of litigation.
3. Each party to the application shall be jointly and severally liable for all municipal fees and expenses incurred in conjunction with the application.

DATED _____

OWNER _____

APPLICANT (if not owner) _____