

APPLICATION FOR MINOR SUBDIVISION REVIEW

GENERAL INFORMATION

Planning Board Fee - \$150.00 plus \$75.00 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 completed Application must be submitted to the Planning Board 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 Environmental Assessment Form must be completed and accompany this application (Part 617 of the Environmental Conservation Law - State Environmental Quality Review or SEQR).

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!**

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 _____

APPLICATION FOR "MINOR" SUBDIVISION

DATE _____

APPLICANT'S NAME _____

PHONE# _____ ADDRESS _____ ZIP CODE _____

PREVIOUS OWNER _____ PHONE # _____

ADDRESS _____ ZIP CODE _____

CONSENT HAS BEEN GRANTED BY THE OWNER FOR THIS APPLICATION
PROOF OF CONSENT MUST BE SUPPLIED. YES _____ NO _____

OPTION EXPIRES _____ ACREAGE IN SUBDIVISION _____

NUMBER OF LOTS TAX MAP # _____

NAME OF ENGINEER _____ PHONE # _____

ADDRESS _____ ZIP CODE _____

TYPE OF SUBDIVISION RESIDENTIAL COMMERCIAL INDUSTRIAL

NAME OF SUBDIVISION _____

LOCATION _____

CURRENTLY IN A WATER BENEFITTED AREA? ___ YES ___ NO;

PROPOSED ___ YES NO

FIRE DISTRICT _____ SEWER DISTRICT _____

ZONING DISTRICT _____ WATER BENEFITTED AREA ___ YES NO

SCHOOL DISTRICT _____

CURRENT EASEMENTS YES _____ NO _____
(Brief Description)

PROPOSED EASEMENTS _____
(Brief Description)

DEED RESTRICTIONS ON PROPERTY _____
(Brief Description)

DATE _____

SIGN _____
(Applicant or Owner)

ADDRESS _____ ZIP _____ PHONE _____

INFORMATION REQUIRED FOR MINOR SUBDIVISIONS

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

A completed application must be received by the Secretary to the Planning Board **FIVE (5) WEEKS** prior to a scheduled Planning Board meeting.

Certified Engineer’s report on soil and ground water conditions with percolation test results and test pit information is required for all subdivisions in the Town of Victor.

This checklist is for official use only. It should be used as a guide for the applicant.

MINOR SUBDIVISION PLAN SHOWING THE FOLLOWING:

1. ____ Twelve (12) copies of the plan; Plan not more than 34" x 44".
2. ____ Scale (1"= 100')
3. ____ One (1) 11x17 of the plan.
4. ____ Subdivision Name.
5. ____ Name, Address, and Signature of Owner.
6. ____ Name and Address of Subdivider.
7. ____ Name, Address, Seal and Signature of Engineer or Surveyor.
8. ____ Date.
9. ____ Written and clear statement of subdivider’s intent.
10. ____ North arrow.
11. ____ Location map 3” x 3”.
12. ____ Tax map with proposed subdivision outlined.
13. ____ Owners of adjacent lands.
14. ____ Graphic scale.
15. ____ Existing site features including bodies of water, water courses, swamps, creeks, springs, woods.
16. ____ Lots numbered.
17. ____ Proposed street lines.
18. ____ Field Survey of boundary lines of proposed lots.
19. ____ Covenants, Easements or Deed Restrictions affecting the proposed subdivision.
20. ____ Aerial photograph with proposed subdivision outlined (Scale 1” = 1,000’ or larger).

21. _____ Ground contours for parcel and parcels adjacent to the tract to be subdivided, at intervals of not more than ten (10) feet of elevation.
22. _____ Pertinent topographic features within the parcel and on adjoining parcels.
23. _____ Location in relation to flood plain or wetlands.
24. _____ If proposal is within the one hundred (100) year flood plain, the proposal MUST BE reviewed by the Engineer for the Town and the New York State Department of Environmental Conservation.
25. _____ Finished floor elevations for proposed house or building.
26. _____ Finished grade of house one (1) foot higher than pavement.
27. _____ Identify lots suitable for walk-out basements.
28. _____ Proposed source of water supply. _____ Public _____ Well(s)
29. _____ Nearest hydrant.
30. _____ Location of well(s). (If no well, supply data of wells on adjoining parcels as to depth, yield and chemical analysis). _____ Yield _____ Potability analysis
31. _____ Drainage study map with proposed storm water run-off.
32. _____ One (1) test hole (minimum 8 deep) - one (1) perk test for each ten (10) acres of the proposed development. (Tests must be certified by a Licensed Engineer (P.E.). Verification by Engineer for the Town may be required.
33. _____ Method of sewage disposal.
34. _____ Existing septic system. (Certification by the Engineer that the system is in compliance with the Board of Health Regulations and is functioning properly).
35. _____ Features to be retained. 36. _____ Features to be removed - US Geological Survey Map maybe used IF ENLARGED.
37. _____ Adjacent roads. _____ Pavement _____ Ditches _____ Right-of-way
38. _____ Driveways.
39. _____ Easements provided for all dedicated facilities located outside road right-of-way.
40. _____ Easement descriptions.

41. _____ Bearing and distances for easements shown on plan.
42. _____ Note on plans that Construction shall conform to the Town of Victor Standards.
43. _____ Zoning districts outlined within the parcel.
44. _____ 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.
45. _____ Completed Environmental Assessment Form.
46. _____ Fee included.
47. _____ If it is the intent of the subdivider to develop in phases, all lands of the subdivider **MUST BE SHOWN** with the anticipated phases and a time schedule.
48. _____ Engineer's preliminary report on soils and ground water conditions.
49. _____ Sight distances from access point.
50. _____ That a note be added to the plans stating "That this property may border a farm, as defined in Local Law No. 4-1992. Residents should be aware that farmers have the right to undertake farm practices which may generate dust, Odor, smoke, noise and vibration."
51. _____ That an 11" x 17" plan be submitted.
52. _____ A Stormwater Management Report for projects proposing 15,000 square feet of additional pavement and rooftop or 6,000 square feet of additional parking area is required.
53. _____ 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)

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) _____

Appendix C
State Environmental Quality Review
SHORT ENVIRONMENTAL ASSESSMENT FORM
For UNLISTED ACTIONS Only

PART I - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT/SPONSOR	2. PROJECT NAME
3. PROJECT LOCATION: Municipality _____ County _____	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map)	
5. PROPOSED ACTION IS: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY:	
7. AMOUNT OF LAND AFFECTED: Initially _____ acres Ultimately _____ acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, describe briefly	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open Space <input type="checkbox"/> Other Describe: _____	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list agency(s) name and permit/approvals:	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list agency(s) name and permit/approvals:	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____	

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment