

Town of Rensselaerville Planning Board

MAJOR SUBDIVISION APPLICATION

You should use this application if the following apply with respect to the proposed property:

The parcel of land is to be divided into more than two (2) lots OR into two (2) lots when the land had been previously subdivided under the Town’s regulations OR if the Planning Board has deemed it necessary to classify a two (2) lot subdivision as a major subdivision.

Please note that the complete Subdivision and Zoning laws and regulations for the Town of Rensselaerville contain a full listing and details of all requirements and references should be had thereto in making an application before the Town. Copies of the Subdivision and Zoning laws and regulations are available from the Town. (A small fee may apply).

Instructions: Fully complete this application. Write “N/A” when not applicable.

APPLICANT INFORMATION

Name _____

Address _____

Telephone _____

If the Applicant is being represented by an attorney or agent, please provide the following information:

Name _____

Firm _____

Address _____

Telephone _____

Relationship of Applicant to property proposed to be subdivided

_____ Owner _____ Contract Vendee _____ Other: (describe)

If Applicant is not the owner, Applicant must submit documentation demonstrating that Applicant has proper legal authority to proceed in regard to the subject lands (i.e. contract authorizing Applicant to proceed, notarized letter of permission from all owners of the subject property, etc.)

If the Applicant is not the owner of the proposed subdivided property, please furnish the following information with respect to all owners of the property:

Name _____

Address _____

Telephone _____

Relationship to Applicant _____

The Applicant has:

_____ Submitted a Sketch Plan prior to this application

_____ Attended a Pre Application Conference

_____ Received a classification letter from the Planning Board with respect to this proposed subdivision

IF ANY OF THE ABOVE ARE NOT COMPLETED, APPLICANT CANNOT PROCEED

PROPOSED SUBDIVISION INFORMATION

Physical address of property _____

Tax map number of property _____

Attach copy of property deed AND proof of no outstanding taxes due on property

Identify Zoning District in which property is located _____
If property falls in more than one district, identify all districts and locate approximate location of each on sketch plan

List the streets, routes, or highways bordering proposed subdivision:

Total number of acres to be subdivided _____

Approximate size of each parcel resulting from proposed subdivision

Lot 1 _____ Lot 2 _____

Lot 3 _____ Lot 4 _____

Additional space if needed: _____

Length and description of any NEW roads within subdivision

Identify physical property features (i.e. open fields, forested land, views, wetlands, slopes over 15%, waterways, etc.) _____

Is any part of this proposed subdivision within 500 feet of a municipal boundary, county or state highway, state park, or recreational area? If yes, please indicate which:

(as required pursuant to General Municipal Law §239-n)

Purpose of subdivision: _____ Residential development _____ Commercial development

_____ Agricultural purposes _____ Other (Please explain) _____

Present or proposed easements or other restrictions: _____

REQUIRED SPECIFICATIONS FOR MAJOR SUBDIVISION PLAT

The major subdivision plat shall consist of four (4) copies of a dated drawing of the proposed subdivision signed and sealed by a professional engineer and/or surveyor licensed by the State of New York including their name, address and licensing information, as a scale not less than 200 feet to one inch and shall show the following:

1. The name of the owners of all adjacent property
2. Proposed buildable area and building envelope for all lots
3. All existing and proposed property lines
4. Present zoning and building setback lines
5. Existing easement and right-of-way lines with dimensions
6. Proposed easement and right-of-way lines with dimensions
7. Bearings or angle data and curve data
8. Distance and acreage data for all boundaries and lots
9. Locations of all survey monuments, proposed and existing, labeled accordingly
10. Identify all contiguous land owned or under purchase contract or option by Applicant or any owner of record (large parcels may be, with permission of the Planning Board, and where appropriate may be shown on a map insert at a smaller scale).
11. Existing adjacent streets
12. Proposed streets
13. The tax map section, block, and lot numbers
14. Legend, scale, north arrow, and total acreage involved and location map
15. A description of building types and approximate locations within a building envelope
16. Location of existing structures
17. Location of existing driveways, culverts, water lines, electric lines, cable lines, and telephone/utility lines
18. Location of proposed structures
19. Location of proposed driveways, culverts, water lines, electric lines, cable lines, and telephone/utility lines (underground installation required, wherever practicable)
20. Location, lines, and identification of significant natural features including, but not limited to, water bodies and courses including intermittent, wetlands, 100 year flood plain boundaries, steep slopes > 15%, prime farmland soils, soils of statewide importance, significant single trees or significant stands of trees or wooded areas, State,

Federal or local designated critical habitats; as well as any historical resources or designated historical structures, sites, or districts

21. The location and boundaries of the proposed subdivision in relation to municipal boundaries, if any, within 500 feet of the property (property within 500 feet of an adjacent municipality shall require notice of any public hearing to be provided to the Clerk of such municipality not less than 10 days prior to the date of the said hearing)
22. Contour lines with intervals of no more than 20 feet (may be obtained from existing USGS maps) and contour lines of no more than 5 feet for the buildable area or building envelope and driveway (unless waived by the Planning Board)
23. Proposed use of each lot
24. Location of existing and proposed water wells
25. Location of existing and proposed septic systems (if more than 49 lots then central sewer & water are required and such plans included herewith even if lot restriction is exceeded sequentially (at a later date)). A Waiver from DEC can be sought if soils so warrant
26. Percolation test information and sites of percolation tests
27. Location, boundaries, and designation of zoning districts
28. Location of any actively farmed field, farm access road, and boundary of NYS certified agricultural district within 500 feet of any involved parcel
29. All existing restrictions on the use of the land in question, including easements, covenants and current zoning classification
30. Proposed restrictions on the use of the land, including easements and covenants
31. Disclosure under Subdivision Regulations Section 504 (B) (7) if any residential development abuts agricultural uses
32. Site analysis map which shall include identification of primary and secondary conservation lands (see Subdivision Law section 704)
33. A prominent note indicating the number of total lots eligible to be created from the parent parcel and specifying the allocation of that eligibility as to each of the proposed parcels
34. Such other information required by the Planning Board as stated in the Planning Board classification letter and/or the Sketch Plan Pre Application conference

INTERESTED PARTIES

Please provide the following information with respect to the owners of land adjacent to, cornering on, or across roads from proposed subdivision.

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

If more space is needed, please attach a separate paper with the above information included. The Applicant is responsible for mailing a copy of the notice for public hearing (date determined by Planning Board) to each of the property owners indicated above by certified mail, return

receipt requested, to be returned addressed to the Planning Board. The public notice may be obtained from the Planning Board Secretary, once the hearing is scheduled.

ATTACH THE FOLLOWING

_____ If any portion of the project is located on or within 500 feet of a certified NYS agricultural district containing a farm operation, or on property with boundaries within 500 feet of a farm operation located in an agricultural district, an agricultural data statement must be attached (see Subdivision Regulations Section 504 (7))

_____ A Stormwater Pollution Protection Plan consistent with the Town of Rensselaerville Zoning Law Article II; Section 2

_____ Proof of perc test results for each lot including any site modifications necessary for the installation of such system (if Planning Board does not require otherwise an applicant may supply a note as per the Subdivision regulations)

_____ Proof of adequate portable water supply

_____ Full EAF form with Part 1 completed

_____ Open Space Management Plan (Subdivision Law section 706 E)

_____ Summary table listing the number of proposed lots, the percentage of the development potential of the parent parcel included in the subject subdivision size of each lot, total acreage, linear feet of streets, acreage devoted to streets and rights of way, acreage devoted to parks/recreation areas/open space. (May be included on the Plat).

_____ Proposed construction detail sheets showing plans and street profiles with typical section and cross section (see Sec. 603 (10))

_____ Aquifer pump test results (see Sec. 603 (11))

_____ Grading, erosion control and landscaping plan (see Zoning Law Article VII, Section 2) (May be on the Plat)

Referral to Albany County Planning Board (required for plat to be complete)

Plat is within 500 feet of a boundary of any city, village or town, of any existing or proposed county or state road, or any existing or proposed right-of-way of any county or state owned stream, drainage channel or county or state owned land on which a public building or

institution is located or of any farm operation located in an agricultural district under Ag & Markets 25 AA.

The County must respond within 30 days or the Town/Planning Board is free to render a decision. If County disapproves or modifies, the Town/Planning Board shall not act contrary thereto unless by vote of a majority plus one of total Planning Board membership and the reasons therefore must be fully set forth in a written resolution.

All the above must be completed before a SEQRA declaration can be made.

All submitted documentation is to be mailed out to all involved agencies within 30 days of receipt by Planning Board of the complete package. If the Planning Board is the lead agency then the SEQRA determination shall be issued within 20 days of receipt from the applicant of the preliminary plat, supporting documentation and required information under Subdivision Law Section 603 B. If another agency is the lead agency the Planning Board shall not proceed until the lead agency determines significance under SEQRA.

A major subdivision Plat is not complete until a negative SEQRA declaration is filed or Notice of Completion of Draft EIS has been filed and accepted by the lead agency as satisfactory with respect to scope, content, and adequacy. Only at this point do review periods start.

Public hearing to be held within 62 days of the negative declaration. Date to be set by Planning Board and the Applicant is to notify all owners of land which abut, are adjacent to, or across a road from any of the project boundaries and any other persons the Planning Board directs by certified mail return receipt requested and shall include all clerks of adjacent municipalities who shall get at least 10 days notice.

Within 62 days of the close of the public hearing the Planning Board shall conditionally approve (with or without modification), approve, or disapprove by written resolution (the time may be extended by mutual agreement of Applicant and Planning Board).

If the Applicant must prepare and submit a draft EIS once it has been filed and accepted by the lead agency as satisfactory with respect to scope, content, and adequacy, a 30 day public review period will commence (a 30 day extension may be implemented) after which a public hearing (shall be a joint SEQRA and Preliminary Plat hearing if possible) shall be held within 62 days advertised with at least 14 days notice and the Applicant provide notice as under negative declaration.

If final EIS required, such must be filed within 45 days of the closing of the public hearing. Thereafter, within 30 days the lead agency shall issue written findings under SEQRA. Once the SEQRA findings are filed the Planning Board shall approve (with or without modification), or

disapprove by written resolution within 62 days of the public hearing to the maximum extent practicable. The time may be extended by mutual agreement of Applicant and Planning Board or where the Planning Board or lead agency determines additional time is necessary to adequately prepare the final EIS.

The written resolution shall, within 5 days of adoption, be filed with the Town Clerk and mailed to the Applicant within 5 business days of adoption.

Within 5 days of the approval of the Preliminary Plat, 2 copies shall be certified as having preliminary approval, one to be filed with the Town and the other sent to the Applicant.

Applicant must submit a final plat within 6 months of Preliminary Plat approval otherwise such approval may be revoked. Final Plat must be submitted with a completed Final Plat Application and all required submissions.

The Planning Board may seek the assistance of any department, agency, or employee of the Town for assistance or require submission by Applicant of information and plans to Town's committee.

The Planning Board may hire engineers, consultants or attorneys to assist in respect to the application in the Planning Board's discretion and require Applicant to pay for such and to establish an escrow for that purpose.

Reference is herein made to the full Zoning and Subdivision Regulations of the Town of Rensselaerville for a complete review of the applicable laws and regulations, copies of which may be seen at the Rensselaerville Town Hall or may be purchased for a small fee. I understand the Planning Board may require additional information before accepting or taking further action on the application.

\$150 for EACH LOT payable to the Town of Rensselaerville attached.

TOTAL SUM = _____ Check/Cash _____

Dated: _____

Signature: _____

Title: _____

Printed Name: _____

Please note: If Applicant is a corporation, signature should be that of an officer of said corporation and the position or title of the officers should be stated.

