

Town of Rensselaerville Planning Board

MINOR SUBDIVISION APPLICATION

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

- (a) The parcel of land is to be divided into no more than (2) lots, both of which front an existing street and will not involve a new proposed street or extension of municipal facilities;
- (b) The proposed subdivision will not adversely affect the surrounding environment and has not been previously subdivided;
- (c) The proposed subdivision is in conformance with the Comprehensive Land Use Plan, the zoning ordinances, and the Subdivision Regulations of the Town of Rensselaerville.

However, even if the above conditions are met, the Planning Board may still require that the minor subdivision comply with all or certain of the requirements as set forth in a major subdivision if the Planning Board deems it necessary so as to protect the health, safety and general welfare of the public. NO more than two (2) lots may be created simultaneously or sequentially from a parent parcel under classification as a minor 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 boarding proposed subdivision:

Total number of acres to be subdivided _____

Approximate size of each parcel resulting from proposed subdivision

Lot 1 _____ Lot 2 _____

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.) (use back of page if necessary)

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 MINOR SUBDIVISION PLAT

The minor 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. All existing and proposed property lines
3. Present zoning and building setback lines
4. Existing easement and right-of-way lines with dimensions
5. Proposed easement and right-of-way lines with dimensions
6. Bearings or angle data and curve data
7. Distance and acreage data for all boundaries and lots
8. Locations of all survey monuments, proposed and existing, labeled accordingly
9. 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).
10. Existing adjacent streets

11. Proposed streets
12. The tax map section, block, and lot numbers
13. Legend, scale, north arrow, and total acreage involved and location map
14. A description of building types and approximate locations within a building envelope
15. Location of existing structures
16. Location of existing driveways, culverts, water lines, electric lines, cable lines, and telephone/utility lines
17. Location of proposed structures
18. Location of proposed driveways, culverts, water lines, electric lines, cable lines, and telephone/utility lines (underground installation required, wherever practicable)
19. 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
20. 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)
21. 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)
22. Proposed use of each lot
23. Location of existing and proposed water wells
24. Location of existing and proposed septic systems
25. Location, boundaries, and designation of zoning districts
26. Location of any actively farmed field, farm access road, and boundary of NYS certified agricultural district within 500 feet of any involved parcel

27. All existing restrictions on the use of the land in question, including easements, covenants and current zoning classification
28. Proposed restrictions on the use of the land, including easements and covenants
29. Disclosure under Subdivision Regulations Section 504 (B) (7) if any residential development abuts agricultural uses
30. 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
31. 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

_____ Short Form EAF with Part 1 completed

Referral to Albany County Planning Board required if:

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.

A minor subdivision Plat is not complete until a negative SEQRA declaration is filed or Notice of Completion of Draft EIS has been filed under SEQRA.

Review period start upon filing of Negative Declaration or Notice of Draft EIS completion.

Public hearing to be held within 62 days of receipt of complete subdivision plat. Date to be set by Planning Board and Applicant 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.

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). 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.

Conditional approvals will not be signed until the conditions are met. Such conditions must be met within 180 days or such approval shall expire. The Planning Board may extend the time to meet the conditions for only up to two additional periods of 90 days each.

In order for the plat to receive the Chairperson's signature, Applicant must provide two paper and two mylar copies of the corrected plat map for signature along with proof of compliance with: All Department of Health standards and approvals as to water supply and sewage disposal; all local, State, and Federal permits and approvals; all required corrections and changes required by the Planning Board.

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 committees. 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.

Required fee of \$150 is attached. (Payable to the Town of Rensselaerville)

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.