

TOWN OF LAFAYETTE
SUBDIVISION REGULATIONS

Adopted by the Planning Board on May 12, 1987

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ARTICLE 1: ENACTMENT, AUTHORIZATION, PURPOSE, VARIANCE

Section 110 Enactment Authorization

Pursuant to the authority granted to the Town in Sections 268, 276, and 277 of the Town Law, the Town Board of the Town of LaFayette has previously by resolution authorized and empowered the Planning Board of the Town of LaFayette to approve plats within that part of the Town of LaFayette outside the limits of any incorporated city or village; and to pass and approve the development of plats already filed in the office of the Clerk of Onondaga County if such plats are entirely or partially undeveloped, and the Planning Board was also authorized and empowered to approve or disapprove (a) changes in the lines of existing streets, highways, or public areas shown on subdivision plats or maps filed in the office of the Clerk of Onondaga County, (b) the laying out, closing off or abandonment of streets, highways or public areas under the provisions of the Town and highway laws within that part of the Town of LaFayette outside the limits of any incorporated city or village.

Section 120 Title

These regulations shall be known as the "Subdivision Control Regulations of the Town of LaFayette."

Section 130 Purpose

The purpose of these regulations is to provide for orderly efficient growth within the community, and to afford adequate facilities for the transportation, housing, comfort, convenience, safety, health and welfare of its population.

Section 140 Administration

The Subdivision Control Regulations shall be administered by the Planning Board and the Zoning Enforcement Officer.

Section 150 Variance

The Planning Board may waive, subject to appropriate conditions, the provision of any or all of such improvements and requirements as in its judgment of the special circumstances of a particular plat or plats are not requisite in the interest of the public health, safety and general welfare, or which in its judgment are inappropriate because of inadequacy or lack of connecting facilities adjacent or in proximity to the subdivision.

Section 160 Applications, Fees and Costs

Wherever any subdivision of land *is* proposed to be made and before any contract for the sale of, or any offer to sell such subdivision or any part thereof is made, the subdivider shall apply in writing to the Planning Board for approval. Applications may be obtained from the Town Clerk. Applications shall be filed with, and fees paid to, the Town Clerk.

1. Filing Fees. Subdividers are required to pay fees to cover a portion of the reasonable cost of administering these regulations, including, but not limited to, the engineering fees incurred by the Town in obtaining from the Town Engineer a report on the adequacy of the subdivider's drainage plan, and all reasonable legal, *clerical* and advertising expenses incurred. At the time a subdivider first submits an application for approval of a proposed subdivision Plat, and before the hearing on the proposed subdivision shall be called and opened, the subdivider shall pay a fee of \$100.00, plus \$50.00 per lot. Within sixty {60} days after the Final Plat is filed in the Office of the Onondaga County Clerk, or with sixty {60} days after an application is withdrawn, the Town Clerk shall refund to the subdivider the unexpended portion of the sums collected above.

2. Cost of Engineer's Certificates. Subdividers are responsible for the cost of obtaining a Certificate of Approval for the Final Plat from either the Town Engineer or an Approved Engineer. Subdividers who obtain a Certificate of Approval from the Town Engineer may choose one of the following options:

- (i) The subdivider may contact the Town Engineer and obtain an estimate of the costs to the Town of employing the Town Engineer to review the subdivider's plats, specifications and proposed improvements and certify the Final Plat (the "Estimate"). The subdivider shall deliver to the Town Clerk a copy of the Estimate, and shall deposit the amount of the Estimate, plus 10%, with the Town Clerk before the public hearing on the proposed subdivision shall be called and opened; or

- ii) The subdivider may, at the time of filing the application for subdivision approval, pay an estimated engineering fee of \$200.00 per lot. Within 60 days after the Final Plat is filed in the Office of the Onondaga County Clerk, or within 60 days after an application for Plat approval is withdrawn or disapproved, the Town Clerk shall refund to the

subdivider the unexpended portion of the sums collected in (i) or (ii) above.

3. Cost of Review by Town Engineer. The Planning Board may require that the Town Engineer review the plats, specifications and proposed improvements of subdividers who obtain the Certificate of Approval from an Approved Engineer. The Planning Board shall inform a subdivider of the need for such review after submission of the application for approval of the subdivision. Subdividers are responsible for the cost of the Town Engineer's review. If the Planning Board informs the subdivider that such review is necessary, the subdivider shall contact the Town Engineer and obtain an Estimate (the "Estimate") of the cost to the Town of the review of the subdivider's plats, specifications, construction documents and proposed improvements. The subdivider shall deliver to the Town Clerk a copy of the Estimate, and shall deposit the amount of the Estimate, plus 10%, with the Town Clerk before the hearing on the proposed subdivision shall be called and opened.

Within sixty (60) days after the Final Plat is filed in the office of the Onondaga County Clerk, or within sixty (60) days after an application for plat approval is withdrawn or disapproved, the Town Clerk shall refund to the subdivider the unexpended portion of the sums collected above.

4. Costs of Engineer's Inspections. Subdividers are responsible for the cost of inspections of all improvements by the Town Engineer. At least five (5) days prior to commencing the construction of the first of the required improvements, the subdivider shall pay to the Town Clerk a fee of \$100 per lot to cover the cost of these inspections. Unless and until the subdivider shall pay the inspection fee, no Certificate of Occupancy shall be issued for any structure erected upon any lot in the subdivision nor shall the Town accept the dedication of any road or other improvement in the subdivision.

ARTICLE 2: DEFINITIONS

For the purpose of these regulations words and terms used herein defined as follows:

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|--------------------|--|
| Building Inspector | Any person appointed, designated, or otherwise retained by the Town Board to carry out the functions assigned to such person according to these regulations. |
| Approved Engineer | An engineer licensed by New York State and not expressly disapproved by the Town of LaFayette. |
| Final Plat | A drawing, in final form, showing a proposed subdivision containing all information or |

detail required by law and by these regulations to be presented to the Planning Board for approval, and which if approved, must be duly filed or recorded by the applicant in the Office of the Clerk of the County of Onondaga.

Comprehensive Plan	A comprehensive or master plan for the development of the Town prepared by the Planning Board pursuant to Section 272-a of the Town Law.
Official Submission Date	The date on which an application for plat approval complete and accompanied by all required information, endorsements, and fees, has been filed with the Planning Board.
Planning Board	The Town of LaFayette Planning Board.
Preliminary Plat "preliminary"	A drawing or drawings clearly marked "plat" showing the layout of a proposed subdivision submitted to the Planning Board for approval prior to submission of the plat in final form, and of sufficient detail to apprise the Planning Board of the layout of the proposed subdivision.
Road, Major intended to	An arterial road or a commercial road serve heavy flows of traffic from minor roads or as a business road providing access to business properties.
Road, Minor	A collector road intended to serve primarily as an access to abutting residential properties
Sketch Plan	A sketch of a proposed subdivision to enable the subdivider to save time and expense in reaching general agreement with the Planning Board as to the form of the layout and objectives of these regulations. A sketch plan is not an official submission of an application.
Subdivision	A division of any parcel of land in of two (2) or more lots, blocks, or sites for the purpose of conveyance, transfer of ownership, improvement, building development or sale. The term subdivision shall include

re-subdivision. A tract of land shall constitute a subdivision upon the sale, rental, offer for sale or lease, or building development of the second lot thereof.

Subdivision, Major	A subdivision containing five (5) or more lots, or any subdivision requiring a new road.
Subdivision, Minor	A subdivision containing two (2), three (3), or four (4) lots, fronting on an existing road.
Undeveloped Plat	A plat where twenty {20} percent or more of the lots within the plat are unimproved unless existing conditions, such as poor drainage, have prevented their development.
Zoning Enforcement Officer	Any person appointed, designated, otherwise retained by the Town Board to carry out the functions assigned to such person according to these regulations.
Zoning Law	The Zoning Ordinance of the Town of LaFayette, as it may be amended from time to time.
SEQRA Review	The New York State Environmental Quality Act and regulations promulgated thereunder .
Certificate of Approval plats,	A statement from the Town Engineer or and Approved Engineer that the subdivider's specifications, construction documents, and proposed improvements are in compliance with all applicable laws, regulations and codes and that they provide adequate provisions for drainage, sewage, water, utilities and roadways.

ARTICLE 3: REVIEW AND APPROVAL PROCEDURE

Section 310 General

Minor subdivisions shall be processed *in* the following stages:

1. Sketch Plan Conference.
2. Application.
3. Public Hearing.

4. Reference to Onondaga County Planning Board.
5. Final Plat: approval

Major subdivisions shall be processed in the following stages:

1. Sketch Plan Conference.
2. Application.
3. Public Hearing.
4. Reference to Onondaga County Planning Board.
5. Preliminary Plat approval.
6. Optional Public Hearing.
7. Final Plat approval.

Section 320 Pre-Application Procedure

Prior to the preparation of and the submission of a plat for approval, the subdivider should proceed to gather the necessary information and data on the existing conditions at the site. He should study the site suitability and opportunities for development. Presumably he will discuss financing, planning, and marketing with the lending institutions. With his licensed land surveyor and/or engineer, he should develop a sketch plan which in turn should be submitted to the Planning Board for advice and assistance and should be accompanied by a preliminary environmental assessment (EAF).

Section 330 Sketch Plan Conference

At least ten days before the next regularly scheduled meeting of the Planning Board, the subdivider should request an appointment with the Planning Board for the purpose of reviewing the sketch plan. The Planning Board Clerk will notify the subdivider of the time, date, and the place that the Planning Board will meet to consider and review such sketch plan and the subdivider's program as they relate to the Comprehensive Plan, if any, design standard and improvement requirements.

This meeting is intended to assist the subdivider in the planning and preparation of the Preliminary or Final Plat in order to save him both time and money in preparing maps and plans. At this meeting, the plan will be classified as a minor or major subdivision by the Planning Board as defined by this ordinance. Subdivisions classified as minor may proceed directly to preparation of a Final Plat without submission and approval of a preliminary plat which shall be required for a major subdivision.

This step does not require formal application, fee or filing with the Planning Board.

Section 340 Department of Health

Onondaga County Department of Health approval may be required for any subdivision. Early contact by the subdivider with this department is advised.

Section 350 Preliminary Plat

All major subdivisions shall be subject to the Preliminary Plat requirements, as specified herein. The subdivider shall file an application for approval of the Preliminary Plat on forms available at the Town Office accompanied by all documents specified in Article 4 herein.

Review of Subdivision. Following the review of the Preliminary Plat and supplementary material submitted for conformity to these regulations, and following negotiations with the subdivider on changes deemed advisable and the kind and extent of improvements to be made by him, the Planning Board shall hold a public hearing. This hearing shall be held within forty-five (45) days of the official submission date of the Preliminary Plat. The subdivider shall attend the hearing. This hearing shall also fulfill the requirements of SEQRA regarding the potential impact which the proposed subdivision may have upon the environment. Within forty-five (45) days from the public hearing, the Planning Board shall approve, approve with modifications or disapprove the Preliminary Plat and state its reasons for disapproval unless the time in which the Planning Board must take action on such Preliminary Plat is extended by mutual consent of the subdivider and the Planning Board.

Notice of Public Hearing. The hearing shall be advertised at least once in the official newspaper of in the Town at least five (5) days before the hearing. The Planning Board may provide that the hearing be further advertised in such manner as it deems appropriate. Notice of the hearing shall be mailed to the owner of all adjoining properties and properties within three hundred (300) feet of the subdivided property at least five (5) days before the hearing.

SEQRA Review. The lead agency in the SEQRA review process will be responsible for completion of a final Environmental Impact Statement. Statement findings must accompany approval of the Preliminary Plat.

Notice of Decision. Within five (5) days of approval, the action of the Planning Board "shall be noted on three (3) copies of the Preliminary Plat and reference made to any modifications determined. One (1) copy shall be returned by mail to the

subdivider and the other two (2) copies retained by the Planning Board.

Effect of Approval. Approval of a Preliminary Plat shall not constitute approval of the Final Plat. The Preliminary Plat shall be a guide to the preparation of the Final Plat. Before submission of the Final Plat or any portion thereof for formal approval the subdivider must comply with these regulations and all requirements set forth by the Planning Board in their review of the Preliminary Plat, and any requirements of the Onondaga County Department of Health.

Section 360 Final Plat

All subdivisions as defined herein shall require Final Plat approval by the Planning Board.

The subdivider shall file with the Planning Board an application for Final Plat approval on forms available at the Town Office. The application shall be accompanied by the documentation specified in Article 4 herein. Such application shall be submitted at least fourteen (14) calendar days prior to the meeting at which it is to be considered by the Planning Board and no later than six (6) months after the date of the Preliminary Plat approval.

Optional Public Hearing. A public hearing may be held by the Planning Board after a complete application is filed and prior to rendering a decision. This hearing shall be held within forty-five (45) days of the official submission date of the Final Plat. The subdivider shall attend the hearing. The Planning Board shall approve, conditionally approve, or disapprove the Final Plat within forty-five (45) days of the public hearing. The time in which the Planning Board must take action on the Final Plat may be extended by mutual consent of the subdivider and the Planning Board. If the Final Plat is disapproved, the grounds for disapproval (including a reference to the provision of these regulations violated by the Final Plat), shall be stated in the record of the Planning Board. Failure of the Planning Board to render a decision within the stated forty-five (45) day period shall be deemed final approval of the Plat.

Notice of Public Hearing. The hearing shall be advertised at least once in the official newspaper of the Town at least five (5) days before the hearing. Notice of the hearing shall be mailed to the owners of all adjoining properties within three hundred (300) feet of the subdivided property at least five (5) days before the hearing.

Waiver of Public Hearing. If the Final Plat is in substantial agreement with the approved Preliminary Plat, the Planning Board may waive the public hearing requirement. If no hearing is held

the Planning Board shall approve, conditionally approve, or disapprove the Final Plat within forty-five (45) days of its official submission date.

Notice of Decision. Within five (5) days of approval, the subdivider shall be notified by mail of the final action of the Planning Board. He shall record the Final Plat, or the approved section thereof, in the Office of the Clerk of Onondaga County, N.Y. within sixty (60) days after the date of approval; otherwise the Final Plat shall be considered void and must again be submitted to the Planning Board for approval before recording in the Office of the Clerk of Onondaga County, N.Y.

Conditional Approval. Upon conditional approval of such Final Plat the Planning Board shall empower a duly authorized officer to sign the Final Plat upon completion of such requirements as may be stated in the conditional approval resolution. The Final Plat shall be certified by the Town Clerk. A certified statement of the requirements shall accompany the Final Plat which, when completed, will authorize the signing of the conditionally approved Final Plat. Upon completion of the requirements the Final Plat shall be signed by the duly authorized officer of the Planning Board. Conditional approval of a Final Plat shall expire one hundred-eighty (180) days after the date of the resolution granting conditional approval. The Planning Board may, however, extend the expiration time by not more than two additional period of not more than ninety (90) days each.

Filing of Plats in Sections. Prior to granting conditional or final approval of a plat in final form the Planning Board may permit the Final Plat to be subdivided into two or more sections and may in its resolution granting conditional or final approval state that such requirements as it deems necessary to insure the orderly development of the Final Plat be completed before such sections may be signed by the duly authorized officer of the Planning Board. Conditional or final approval of the sections or a Final Plat subject to any conditions imposed by the Planning Board shall be granted concurrently with conditional or final approval of the Final Plat.

In the event the subdivider shall file only a section of such approved Final Plat in the office of the County Clerk, the entire approved plat shall be filed within thirty (30) days of the filing of such section with the Town Clerk in each Town in which any portion of the land described in the plat is situated. Such section shall encompass at least ten percent of the total number of lots contained in the approved plat and the approval of the remaining sections of the approved plat shall expire unless said sections are filed before the expiration of the exemption period to which such plat is entitled under the provisions of Section 265-a of the Town Law.

The Building Inspector shall not be authorized to issue a building permit or a Certificate of Occupancy for any structure on any lot in the subdivision unless and until the approved plat shall have been filed in the office of the County Clerk as required by this paragraph.

ARTICLE 4: DOCUMENTS TO BE SUBMITTED

Section 410 Information Required for all Plat Submissions

1. Name and address of subdivider and professional advisers, including license numbers and seals.
2. Map of property, drawn to scale, at a scale of one (1) inch to fifty (50) feet, one (1) inch to one hundred (100) feet or one (1) inch to two hundred (200) feet, showing:
 - a. Subdivision name, scale, north arrow and date.
 - b. Subdivision boundaries.
 - c. Contiguous properties and names of their owners
 - d. Existing and proposed roads, utilities, and structures.
 - e. Water courses, marshes, wooded areas, public Facilities, and other significant physical features on or near the site.
 - f. Proposed pattern of lots including lot widths and depths, road layout, open space, drainage, water supply, and sewage disposal facilities.
 - g. Land contours at minimum intervals of five other suitable indicators of slope.
 - h. Subsurface conditions on the tract, if required by the Board: Location and results of tests made to ascertain subsurface soil; rock and ground water conditions; depth to ground water unless test pits are dry at a depth of five (5) feet; location and results of solid percolation tests if individual sewage disposal systems are contemplated.
3. Copy of tax map(s).
4. Existing restrictions on the use of land including Easements, covenants, and zoning.
5. Total acreage of subdivision and number of lots proposed.

6. Building types, including their approximate size and cost at time of application.

Section 420 Minor Subdivisions

The following shall be submitted with all applications for approval of a Final Plat for a minor subdivision:

1. One (1) copy of the plat to be submitted to the Onondaga County Clerk, drawn with ink on appropriate material, plus five (5) paper copies.
2. A Certificate of Approval from either the Town Engineer or an Approved Engineer.
3. Information specified under Section 410, updated and accurate.
4. Sufficient data acceptable to the Planning Board which shall readily enable it to determine the location, bearing, and length of every road line, lot line, and boundary line. Such data shall be sufficient to allow for the reproduction of such lines on the ground.
5. On-site sanitation and water supply facilities shall be designed to meet the specifications of the Onondaga County Department of Health and a statement to this effect shall be made on the application.
5. Copy of such covenants or deed restrictions as are intended to cover all or part of the tract.
7. Additional information as deemed necessary by the Planning Board.
8. Any required fees.

Section 430 Preliminary Plat, Major Subdivision

The following shall be submitted with all applications for approval of a Preliminary Plat for a major subdivision:

1. Six (6) copies of the plat map, drawn to scale. The map scale shall be one (1) inch to one hundred (100) feet unless otherwise specified by the Planning Board.
2. All information specified under Section 410, updated and accurate.

3. All parcels of land proposed to be dedicated to public use and the conditions of such use.
4. Grading and landscaping plans
5. The width and location of any roads or public ways and the width, location, grades and road profiles of all roads or public ways proposed by the developer.
6. The approximate location and size of all proposed waterlines hydrants and sewer lines, showing connection to existing lines.
7. Drainage plan, indicating profiles of lines or ditches and drainage easements on adjoining properties.
8. Plans and cross-sections showing sidewalks, road lighting, roadside trees, curbs, water mains, sanitary sewers and store drains, the character, width and depth of pavements and sub-base, and the location of any underground cables.
9. Preliminary designs for any bridges or culverts.
10. The proposed lot lines with approximate dimensions and area of each lot.
11. An actual field survey of the boundary lines of the tract, giving complete description by bearings and distances, made and certified by a licensed surveyor. The corners of the tract shall also be marked by monuments of such size and type as approved by the Planning Board, shown on the Preliminary Plat.
12. A copy of all covenants or deed restrictions intended to cover all or part of the tract.
13. A draft Environmental Impact Statement, if required.
14. Where the Preliminary Plat submitted covers only a part of the subdivider's entire holding, a sketch of the prospective future road and drainage system of the unsubdivided part shall be submitted for study to the Planning Board.
15. Additional information as deemed necessary by the Planning Board.
16. Any required fees.

Section 440 Final Plat, Major Subdivision

The following shall be submitted with all applications for approval of a Final Plat for a major subdivision:

1. One (1) copy of the Final Plat to be submitted to the Onondaga County Clerk, drawn with ink on suitable material plus five (5) copies. The map scale shall be one (1) inch to one hundred (100) feet unless otherwise specified by the Planning Board.
2. Proposed subdivision name and the name of the Town and County in which the subdivision is located; the name and address of the record owners and subdivider; name, address, license number and seal of the surveyor and/or engineer.
3. Road lines, pedestrian ways, lots, easements, and areas to be dedicated to public use.
4. Sufficient data acceptable to the Planning Board which shall readily enable it to determine the location, bearing and length of every road line, lot line, and boundary line. Such data shall be sufficient to allow for the reproduction of such lines on the ground.
5. The length and bearing of all straight lines, radii, length of curves and central angles of all curves. Tangent bearings shall be given for each road. All dimensions of the lines of each lot shall also be given. The Final Plat shall show the boundaries of the property, locations, graphic scale, and true north point.
6. All offers of cession and any covenants governing the maintenance of unceded open space shall bear the certificate of approval of the Town Attorney-as to their legal sufficiency.
7. Permanent reference monuments shall be shown and constructed in accordance with Planning Board specifications.
8. Approval of the Onondaga County Department of Health of water supply systems and sewage disposal systems proposed or installed.
9. An approved Environmental Impact Statement, if required.
10. Construction drawings including plans, profiles, and typical cross sections, as required showing the proposed location, size and type of road, sidewalks, road lighting standards, roadside trees, curbs, water

mains, sanitary sewer or septic systems, storm drains or ditches, pavements, and sub-base and other facilities.

11. Evidence of legal ownership of the real property which is the subject of the Final Plat.
12. Deed restrictions, existing and proposed, for recording.
13. A Certificate of Approval by an Approved Engineer or by the Town Engineer. The Certificate of Approval for a Major Subdivision must also certify that the subdivider has complied with one of the following alternatives:
 - a. All improvements have been installed in accord with requirements of these regulations and with the action of the Planning Board giving approval of the Preliminary Plat, or
 - b. A performance bond, certified check, or letter of credit has been posted in an amount sufficient to assure such completion of all required improvements.
14. Any other data such as certificates, affidavits, endorsements or other agreements as may be required by the Planning Board in enforcement of these regulations.

Section 450 Waiver of Submission Requirements

When an application concerns a subdivision of uncomplicated nature such as a small subdivision along an existing road that requires no installation of public facilities, the Planning Board may waive any submission requirements it deems appropriate.

ARTICLE 5: DESIGN STANDARDS AND REQUIRED IMPROVEMENTS

Section 505 Road Design Standards

Conformity with General Plan. The arrangement, width, location and extent of major roads and all minor roads should conform and be in harmony with the Comprehensive Plan, if any, for the Town. Roads not in the Comprehensive Plan, if any, should conform to the recommendation of the Planning Board based on existing and plan roads, topography, public safety, convenience and proposed uses of land. The Town Highway Superintendent shall be consulted by the Planning Board for an advisory opinion before the approval of any new road.

Arrangement. Residential minor roads shall be designed to discourage through traffic whose origin and destination is not within the subdivision.

Location. When a proposed subdivision is adjacent to or contains a State highway, the Planning Board may seek information from the New York State Department of Transportation as to the status of said highway regarding the State highway right-of-way and direction. The Planning Board may require the subdivider to establish a marginal road approximately parallel to and on each side of such a right-of-way at a distance suitable for an appropriate use of the intervening land as for park purposes in residential district , or for commercial or industrial purposes. Such distance shall also be determined with due regard, for the requirements of approach grades and future grade separation. Railroad rights-of-way shall receive similar consideration.

Intersections. Roads shall intersect one another at angles as near to a right angle as possible, and no intersections of roads at angles less than sixty (60) degrees shall be approved. Road intersections shall be rounded with a radius of twenty-five (25) feet measured at the right-of-way line when the intersection occurs at right angles. If an intersection occurs at an angle other than a right angle, it shall be rounded with a curve of radius acceptable to the Planning Board. Road jogs with center line offsets of less than one hundred twenty-five (125) feet shall be avoided.

Dead End Roads. Dead-end roads, designed to be so permanently, shall not be generally approved. They shall not be longer than four hundred (400) feet in general and not longer than five hundred (500) feet in any case, and shall be provided at the closed end with a turn-around having a street property line diameter of at least one hundred thirty (130) feet.

Half Roads. Dedication of a half road shall be prohibited, except when essential to the reasonable development of the subdivision in conformity with the other requirements of these regulations and where the Planning Board finds it will be practicable to require the dedication of the other half when the adjoining property is subdivided. Wherever a half road is adjacent to a tract to be Subdivided, the other half of the road shall be platted within such tract.

Access. In commercial and industrial districts, definite and assured provision shall be made for service access, such as off road parking, and loading and unloading consistent with and adequate for the uses proposed.

Names and Addresses. Names of new roads shall not duplicate existing or platted roads. New roads which are extended or in alignment with existing roads shall bear the name of the existing roads. House numbers shall be assigned in accordance with the house numbering system now in effect in the Town.

Road Signs. The subdivider shall provide and erect road signs or a type to be approved by the Town Board at all road intersections prior to acceptance of the constructed roads.

Trees. If roadside trees are provided, they should be outside of the road right-of-way and planted in such a manner as not to impair visibility at any corner or corners.

Standards for Road Design

<u>Road</u>	<u>Minor Road</u>	<u>Major</u>
Minimum width Right-of-way	50 feet	60 feet
Minimum width of Pavement	20 feet	24 feet
Minimum width of Shoulders	5 feet	5 feet
Minimum radius of Horizontal Curves	150 feet except for road intersection Corners	400 feet
Minimum length of Vertical Curves	Shall be such that at least 100 feet line of sight exists measured 3 feet above the road surface	200 feet
Minimum length of Tangents between Reverse Curves	100 feet except where excessive grades may be reduced to reasonable grades by shortening tangent	200 feet
Maximum Grade	10 % except that grades up to 14 % may be approved on short runs	6% - 8%
Minimum Grade	1 %	1%
Minimum Braking Sight Distance	200 feet	300 feet

Section 510 Road Construction Standards

1. All road improvements shall be installed at the expense of the subdivider.
2. Roads shall be built in conformity with the Highway Specifications of the Town of LaFayette.

Section 515 Sidewalks

Sidewalks may be required and shall be installed as follows:

1. Sidewalks shall be installed at the expense of the subdivider, at such locations as the Planning Board may deem necessary.
2. Sidewalks must be constructed to comply with the detailed specifications required by the Town Engineer or an Approved Engineer and approved by the Planning Board.
3. Sidewalks shall be concrete or other approved material, and have a minimum width of four (4) feet in residential areas, and five (5) feet in commercial and industrial areas.

Section 520 Disposal

Public utility improvements may be required and shall be installed as follows:

1. Fire Protection: Hydrants to be of size, type and location specified by the Town Engineer or by an Approved Engineer.
2. Street Lighting: Poles, brackets and lights to be of size, type and location approved by the local power company.
3. Electricity: Power lines shall be placed underground and shall be approved by the local power company.
4. Utility Services: Shall be extended beyond the highway boundary or the easement within which the main utility line is located.

Section 525 Water Supply

1. If, in the opinion of the Planning Board, it is feasible and desirable to require a public water supply system, such system shall be installed at the expense of the subdivider to the approval of the Planning Board.

Section 530 Disposal

1. If, in the opinion of the Planning Board, it is feasible and desirable to require a sanitary sewer system, such system shall be installed at the expense of the subdivider to the approval of the Planning Board in accordance with plans approved by the Onondaga County Department of Health.
2. All sanitary sewage disposal systems shall meet the requirements of the Onondaga County Department of Health and the State Department of Environmental Conservation to the satisfaction of the Planning Board.
3. Dry sewers may be required in those parts of the Town deemed to have sufficient population density to merit community sanitary sewer systems in the future. Such requirements shall be in harmony with the Comprehensive Plan, if any, for the Town.

Section 535 Lots

Location. All lots shall abut by their full frontage on public roads to ensure suitable access.

Dimensions. The lot size, width, depth, shape, and area shall comply with the 1970 Zoning Ordinance of the Town of LaFayette, as amended or any successor zoning ordinance.

Double Frontage Lots. Frontings on two roads other than corner lots shall be discouraged.

Pedestrian Easements. In order to facilitate pedestrian access from roads to schools, parks, play areas, or nearby roads, perpetual unobstructed easements at least twenty (20) feet wide may be required by the Planning Board. In heavy traffic areas, sidewalks may also be required.

Setback. The provisions of the 1970 Zoning Ordinance of the Town of LaFayette, as amended, shall apply regarding setback lines.

Lot Lines. Side lot lines shall be approximately at right angles to the road or radial to curved roads. On large size lots and, except when indicated by topography, lot lines shall be straight.

Corner Lots. Corner lots for residential use shall have extra width to permit appropriate building setback from and orientation to both roads.

Section 540 Unique and Natural Features

Unique physical features such as historic landmarks and sites, rock outcrops, hill top lookouts, desirable natural contours, and similar features shall be preserved when possible. Also streams, lakes, ponds, and wetlands shall be left unaltered and protected by easements or otherwise. All surfaces must be graded and restored within six (6) months of completion of the subdivision so no unnatural mounds or depressions are left. Original topsoil moved during construction shall be returned and stabilized by approved methods. Damage to existing trees should be avoided.

Section 545 Public Open Spaces and Sites

Consideration shall be given to the allocation of areas suitably located for community purposes as indicated on the Comprehensive Plan, if any, and be made available by one of the following methods:

1. Dedication to the Town.
2. Reservation of land for the use of property owners by deed or covenant.
4. Reservation for acquisition by the Town within a reasonable period of time. Said reservation shall be made in such manner as to provide for a release of the land to the subdivider in the event the Town does not proceed with the purchase.
5. If the Planning Board determines that a suitable park or parks of adequate size cannot be properly located in the plat or that a provision for such parks would otherwise be impractical, the Board may require as a condition to approval of the plat a payment to the Town of a sum to be determined by the Town Board, which sum shall constitute a trust fund to be used by the Town exclusively for neighborhood park, playground, or recreational purposes which purposes shall include the acquisition of property.

The Planning Board may require the reservation of such other area or sites of a character, extent, and location suitable to the needs of the Town such as water plants, sewage treatment plants and other community purposes not anticipated in the Comprehensive Plan, if any.

Section 550 Land Unsuitable for Subdivisions

As a safety measure for the protection of the health and welfare of the people of the Town, that portion of a proposed lot which is found by the Planning Board to be unsuitable for subdivision

purposes due to harmful features (e.g. drainage problems), shall not be subdivided unless and until adequate methods are formulated by the subdivider and approved by the Planning Board. Before all approval, the subdivider shall in lieu of the improvements, furnish a surety bond, certified check, or letter of credit covering the cost of the required improvements.

ARTICLE 6: BOND FOR INSTALLATION OF IMPROVEMEN'TS

Section 610 General

In order that the Town has the assurance that the construction and installation of such improvements as storm sewer, public water supply, sewage disposal, road signs, sidewalks and road surfacing will be constructed, the subdivider shall enter into one of the following agreements with the Town.

1. An agreement that the subdivider will construct all improvements directly affecting the subdivision as required by these regulations and by the Planning Board, prior to final approval of the plat.
2. In lieu of the completion of the improvements, the subdivide shall furnish a bond executed by a surety company acceptable to the Town in an amount equal to the cost of construction of the improvements as shown on the plans and based on an estimate furnished by the applicant and approved by the Planning Board, after consultation with the Town Engineer. The subdivider shall pay for the cost, if any, incurred by the Planning Board in consulting the Town Engineer.
3. In lieu of the completion of improvements, the subdivider shall deposit a certified check or a letter of credit in sufficient amount equal to the cost of construction of such improvements as shown on the plans and based on an estimate furnished by the subdivider and approved by the Planning Board.

Section 620 Conditions

Before the Final Plat is approved, the subdivider shall have executed a subdivider contract with the Town, and a performance bona certified check, or letter of credit shall have been deposited covering the estimated cost of the required improvements that have been designated by the Planning Board.

The performance bond or letter of credit shall (a) in the case of the performance bond, name the Town as obligee and (b) in the case of the letter of credit, name the Town as the payee, and each shall provide that the subdivider, his heirs, successors,

and assigns, his agent or servants, will comply with all applicable terms, conditions, provisions, and requirements of this ordinance, and will faithfully perform and complete the work of constructing and installing such facilities or improvements in accordance with all applicable laws and regulations.

Any such bond or letter of credit shall require the approval the Town Board and the Town Attorney as to form, sufficiency, manner of execution and surety and/or financial institution.

Wherever a certified check is deposited, to the Town of LaFayette. It shall be payable to the Town of LaFayette.

Section 630 Extension of Time

The construction or installation of any improvements or facilities, other than roads, for which guarantee has been made by the subdivider in the form of a bond, letter of credit, or certified check deposit, shall be completed within one year from the date of approval of the Final Plat. Road improvements shall be completed within two year from the date of approval of the Final Plat. The subdivider may request an extension of time, provided he can show reasonable cause for his inability to perform the improvements within the required time. The extension shall not exceed six (6) months, at the end of which time the Town may use as much of the bond, letter of credit, or certified check deposit to construct the improvements as it deems necessary. The same shall apply whenever construction of improvements is not performed in accordance with applicable standards and specifications. There shall be no extension of time given unless and until the terms of the bond or letter of credit: shall be extended as well and proof of such extension provided to the Town in sufficient time to enable the Town to grant an extension.

Section 640 Agreement - Schedule of Improvements

When a certified check, letter of credit or performance bond are provided pursuant to the preceding sections, the Town and the subdivider shall enter into a written agreement itemizing the schedule of improvements in sequence with the cost opposite each phase of construction or installation, provided that each cost as listed may be repaid to the subdivider upon completion and approval after inspection of such improvement or installation. However, ten percent (10%) of: the check deposit, letter of credit or performance bond shall not be repaid to the subdivider until one (1) year following the completion, inspection and acceptance by the Town of all construction and installation

covered by the check deposit or performance bond as outlined in the subdivider's contract.

Section 650 Modification of Requirements

Upon approval by the Town Board, the Planning Board, after due notice and a public hearing, may modify its requirements for any or all improvements, and the face value of the performance bond or letter of credit shall thereupon be increased or reduced by an appropriate amount so that the new face value will cover the cost in full of the amended list of improvements required by the Planning Board and any security deposited with the bond or letter of credit may be increased or reduced proportionately.

Section 660 Inspection

Periodic inspections during the installation of improvements shall be made by the Town Engineer to insure conformity with the approved plans and specifications as contained in the subdivider contract and these regulations. The subdivider shall notify the Town Engineer when each phase of improvement is ready for inspection. Upon acceptable completion and installation of the improvement, as certified by the Town Engineer, the Planning Board shall issue a letter to the subdivider or his representative and such letter shall be sufficient evidence for the release by the Town of the portion of the performance bond, letter of credit or certified deposit as designated in the subdivider's contract to cover the cost of such completed work.

Section 670 Acceptance of Roads and Facilities

When the Town Engineer, following the final inspection of the subdivision, certifies to the Planning Board and the Town Board that all installations and improvements have been completed in accordance with the subdivider's contract, the Town Board may, by resolution, proceed to accept the facilities for which the performance bond has been posted, the letter of credit issued, or the certified check deposited. Prior to acceptance of the facilities, the subdivider shall deposit with the Town Clerk a complete set of as-built drawings which show the location and extent of all installations and improvements required to be completed by the subdivider's contract.

ARTICLE 7: MISCELLANEOUS PROVISIONS

Section 710 Penalty Provision

- A. Any person, firm or corporation who commits an offense against, disobeys, neglects or refuses to comply with or *I* resists the enforcement of any of the provisions of the Subdivision Control Regulations of the Town of LaFayette shall, upon conviction, be deemed guilty of a violation. A violation of any of the provisions of the Subdivision

Control Regulations of the Town of LaFayette shall be punishable under the Penal Code as a violation. Each week an offense is continued shall be deemed a separate violation of these regulations.

- B. In addition to the penalties provided by statute, the Town Board may also maintain an action or proceeding in the name of the Town in a court of competent jurisdiction to compel compliance with or to restrain by injunction the violation of these regulations.

Section 720 Certification and Filing with County

The Town Clerk is hereby directed to forthwith file a certified copy of these regulations with the Clerk of Onondaga County.

Section 730 Severability

If any clause, paragraph, section, or part of these regulations shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate any other clause, sentence, paragraph, section, or part of these regulations.

Section 740 Effective Date

These regulations shall take effect on the 13th day of July, 1987.

(STATE OF NEW YORK)

(COUNTY ONONDAGA)

I, Evelyn B. Amidon, Town Clerk of the Town of LaFayette, do hereby certify that I have compared the foregoing copy of the New Subdivision Regulations duly adopted by the Town Board of the Town of LaFayette on July 13, 1987 with the original thereof filed and entered on July 13, 1987 in my office and that the same is a correct transcript of the original and the whole thereof .

IN WITNESS THEREOF, I have hereunto set my hand and affixed the seal of the Town of LaFayette this day of July, 1987.



Evelyn B. Amidon,
Town Clerk

(Seal.)

APPLICATION FOR APPROVAL OF MINOR SUBDIVISION

1. Application No. _____ Received by _____ Date _____

2. Subdivision Name (if any): _____

3. Applicant: _____ Plans Prepared by: _____
Name _____ Name _____

Address _____ Address _____

Telephone _____ Telephone _____

4. Location of Subdivision (list farm lot no., tax map no. and previous owner):

5. Current Zoning Classification: _____

6. State and Federal Permits Needed: _____

7. Easements or other Restrictions on Property (Generally describe, and attach copy of legal documentation): _____

8. Total Acreage of Site: _____

9. Number of Building Lots: _____

10. Anticipated Construction Time (if applicable): _____

11. Will the development take place in stages? _____
If the answer is yes, list the number of stages and the approximate schedule of development.

12. Building types, and approximate size and cost of buildings (if applicable):

13. On-site water supply or sewage facilities assurance (complete only if such facilities are proposed):

I hereby certify that the proposed on-site water supply and sewage facilities have been designed to meet the specifications and standards recommended by the Onondaga County Department of Health.

Signature of Preparer

Date

14. Attach three copies of a final plat map, drawn to scale either 1 inch to 50 feet, 1 inch to 100 feet, or 1 inch to 200 feet showing:

- a. Subdivision name, scale, north arrow and date of preparations.
- b. Subdivision boundaries.
- c. Contiguous properties and names of owners.
- d. Existing roads, streets, utilities and structures.
- e. Land contours at 5 feet intervals, or other indicators of slope.
- f. Water courses, marshes, wooded areas and other significant physical features on or near the site.
- g. Proposed pattern of lots, including lot widths and depths, open space, drainage, and sewage and water supply. The layout shall be drawn in sufficient detail and shall contain sufficient data so that the location, bearing and length of every structure, lot line, boundary line, road and street line can be readily determined, and is able to be reproduced on the ground.

Consult Article 4 of the Subdivision Control Regulations before preparing the Final Plat.

15. Attach copy of tax map(s) which shows the subdivision site.

16. The undersigned hereby requests approval by the Planning Board of the above identified subdivision plat.

Signature

Date

APPLICATION FOR PRELIMINARY PLAT APPROVAL, MAJOR SUBDIVISION

1. Application No. _____ Received by _____ Date _____

2. Subdivision Name (if any): _____

3. Applicant: _____ Plans Prepared by: _____
Name _____ Name _____

Address _____ Address _____

Telephone _____ Telephone _____

4. Location of Subdivision (list farm lot no., tax map no. and previous owner):

5. Current Zoning Classification: _____

6. State and Federal Permits Needed: _____

7. Easements or other Restrictions on Property (Generally describe, and attach copy of legal documentation): _____

8. Total Acreage of Site: _____

9. Number of Building Lots: _____

10. Anticipated Construction Time (if applicable): _____

11. Will the development take place in stages? _____
If the answer is yes, list the number of stages and the approximate schedule of development.

12. Building types, and approximate size and cost of buildings (if applicable):

13. On-site water supply or sewage facilities assurance (complete only if such facilities are proposed):

I hereby certify that the proposed on-site water supply and sewage facilities have been designed to meet the specifications and standards recommended by the Onondaga County Department of Health.

Signature of Preparer

Date

14. Attach six copies of a preliminary plat map, drawn to scale at a scale of 1 inch to 100 feet unless otherwise specified by the Planning Board, showing all information required by Sections 410 and 430 of the Subdivision Control Regulations of the Town of LaFayette.

15. Three copies of all plans, designs or drawings, required by Section 430 of the Subdivision Control Regulations of the Town of LaFayette.

16. Attach a copy of tax map(s) which shows the subdivision site.

17. Attach draft Environmental Impact Statement, if required.

18. The undersigned hereby requests approval by the Planning Board of the above identified preliminary subdivision plat

Signature

Date

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. IS PROPOSED ACTION:

New Expansion Modification/alteration

6. DESCRIBE PROJECT BRIEFLY:

7. AMOUNT OF LAND AFFECTED:

Initial ___ acres Ultimately ___ acres

8. Will PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS?

Yes No If No, describe briefly:

9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT?

Residential Industrial Commercial Agriculture Park/Forest/Open Space
 Other Describe:

10. DOES ACTION INVOLVE A PERMIT APPROVAL OR FUNDING NOW OR ULTIMATELY FROM ANOTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)?

Yes No If yes, list agency(s) and permit/approvals:

11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL?

Yes No If yes, list agency name and permit/approval:

12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION?

Yes No

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE

Applicant/sponsor name: _____

Signature: _____ Date: _____

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

APPLICATION FOR FINAL PLAT APPROVAL, MAJOR SUBDIVISION

1. Application No.: _____ Received by: _____

2. Subdivision Name: _____

3. The undersigned hereby makes application for approval of

Subdivision Plat entitled: _____

which either covers the entire area of: _____ acres

shown on the Preliminary Plat: _____

or covers section: _____

comprising: _____ acres shown on the

Preliminary Plat,

Which has been completed in accordance with the Subdivision Control Regulations of the Town of LaFayette and the detail of which are as stated in the application for consideration of the Preliminary Plat, and are hereby reaffirmed with the same force and effect as though stated herein. (If any differences, attach statement of same).

4. Attach six copies of the Final Plat map and any required drawings or plans as specified in Section 440 of the Subdivision Control Regulations of the Town of LaFayette.

5. Attach one copy of all certificates, statements, endorsements or other documentation required by Section 440 of the Subdivision Control Regulations of the Town of LaFayette.

Signature _____ Date _____

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. IS PROPOSED ACTION:

New Expansion Modification/alteration

6. DESCRIBE PROJECT BRIEFLY:

7. AMOUNT OF LAND AFFECTED:

Initial acres Ultimately acres

8. Will PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS?

Yes No If No, describe briefly:

9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT?

Residential Industrial Commercial Agriculture Park/Forest/Open Space
 Other Describe:

10. DOES ACTION INVOLVE A PERMIT APPROVAL OR FUNDING NOW OR ULTIMATELY FROM ANOTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)?

Yes No If yes, list agency(s) and permit/approvals:

11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL?

Yes No If yes, list agency name and permit/approval:

12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION?

Yes No

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE

Applicant/sponsor name: _____

Signature: _____ Date: _____

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

TECHNICAL CHECKLIST FOR USE IN SUBDIVISION REVIEW FOR TOWNS

Name and Address of Applicant: Application No.

Name and Location of Proposed Subdivision:

Name and Address of Owner:

CHECK WHEN EACH ITEM
IS SATISFACTORY

PRELIMINARY PLAT (3 copies)
(If major subdivision)

CHECK WHEN EACH ITEM IS
SATISFACTORY

PRE-APPLICATION MEETINGS

_____ Location Map

_____ Sketch Plan on
Topographic Map

_____ Conformity with
Comprehensive
Plan & Official Map
& Zoning if any

_____ Discussion of
Design Standards

_____ Discussion of
Improvement
Conformity
Requirements

_____ Location Map

_____ Subdivision Name

_____ Date

_____ Scale

_____ North Arrow

PRELIMINARY PLAT

_____ Topography
(contour intervals)

_____ Name of Owner

_____ Evidence of Ownership

_____ Name of Engineer or
Surveyor

_____ List of exceptions
Desired by subdivision
(if any)

_____ Name of Adjoining
Property Owners or
Subdivision

CHECK WHEN EACH ITEM IS
SATISFACTORY

PRELIMINARY PLAT

- _____ Dimensions and Bearings or Angles of all Property Boundary Lines
- _____ Name, Location, and Width of Adjacent Roads
- _____ Location and Sizes of Existing Utilities & Width of Easements
- _____ Location and Size of Rock Outcrops, Streams, Swamps, Other Pertinent Features, Buildings, Trees, Soils
- _____ Existing and Proposed Deed Restrictions
- _____ Zoning District (if applicable)
- _____ Proposed Road Layout (Conformity with Official Map and Master Plan)
- _____ Right-of-Way Width
- _____ Pavement Width
- _____ Road Sections
- _____ Road Profile
- _____ Sidewalks
- _____ Storm Sewers, Catch Basins and Culverts
- _____ Road Trees

CHECK WHEN EACH ITEM IS
SATISFACTORY

PRELIMINARY PLAT

- _____ Road Lighting Standards
- _____ Road Signs
- _____ Water Lines
- _____ Fire Hydrants
- _____ Sanitary Sewage System or Percolation Tests
- _____ Sketch of Stages (if any)
- _____ Road Access to Adjoining Properties
- _____ Block Length and Width
- _____ Intersections
- _____ Walkway Easements (When Blocks are Excessively Long)
- _____ Dimensions and Area of Lots
- _____ Location and Sizes of Proposed Utilities and Easements
- _____ Proposed Restrictive Covenants
- _____ Proposed Parks & Playground
- _____ Draft Environmental Impact Assessment

CHECK WHEN EACH ITEM IS
SATISFACTORY

FINAL SUBDIVISION PLAT

_____ Plat on Suitable
Material

_____ Title

_____ Scale

_____ North Arrow

_____ Date ,of Plat

_____ Name, Address, and
Description,
Signature of Owner
Evidence of Ownership

_____ Name, Address, and
Signature of
Subdivider

_____ Name, Address, and
Signature of Licensed
Engineer or Land
Surveyor

_____ Names of Adjoining
Property Owners
Of Subdivisions

_____ Dimensions and
Bearings or Angles
Of Boundary Lines
Of Property Being
Subdivided
Subdivided

_____ Location, Names
and Width of
Existing and
Proposed Roads

CHECK WHEN EACH ITEM IS
SATISFACTORY

FINAL SUBDIVISION PLAT

_____ Location and Widths
of Existing and
Proposed Easements

_____ Lot Lines and
Accurate Dimensions
And Bearings or
Angles

_____ Curve Data

_____ Location,
and Size of all
Monuments

_____ Certification of
Health Department
Approval

_____ Restrictive
Covenants

_____ Check for
Conformity
with Preliminary
Plat

_____ Road Plans and
Profiles on
Suitable Material

CONSTRUCTION PLANS

_____ Typical Cross-
sections
and Details of Road
Pavement, Including
Curbs and Gutters,
Sidewalks, Manholes
And Catch-Basins

_____ Road Trees

_____ Road Lighting
Standards

Location and Names
of Existing and
Proposed Parks and
Playgrounds

_____Road Signs

CHECK WHEN EACH ITEM IS
SATISFACTORY

CONSTRUCTION PLANS

_____Plans and Profiles
Showing Location,
Size and Invert
Elevations of Existing
And Proposed Sanitary
Sewers and Storm Sewers

_____Plan and Profiles
Showing Location and
Size of all Water
Lines, Gas Lines
And Other Underground
Utilities and
Structures

_____Fire Hydrants

ADMINISTRATIVE CHECKLIST FOR USE IN SUBDIVISION REVIEW FOR TOWNS

<u>Pre-Application Procedure</u>	<u>Dates</u>
Sketch plan of preliminary layout submitted to Planning Board	_____ _____
Environmental assessment form	_____
Sketch plan conference held	_____
Plan classified as major subdivision	_____
Minor subdivision	_____

Note: Minor subdivision - proceed to preparation of Final Plat.

<u>Preliminary Plat</u>	<u>Dates</u>
Application for approval of Preliminary Plat received In accordance with subdivision law (See Article 4)	_____
Date of official submission to the Planning Board	_____
Public hearing notice given (5 days before hearing)	_____
Notice of hearing mailed to adjoining property owners (5 days before hearing)	_____
Public hearing held (within 45 days of official submission date)	_____

Note: Hearing is also on draft environmental impact (SEQR)_____

Lead agency in SEQR process completes final EIS _____

Within forty-five (45) days of the public hearing, the planning board shall: (check one)

Approve | Conditionally Approve | Disapprove

The Preliminary Plat. Date of action: _____

Decision on Preliminary Plat noted on 3 copies of Preliminary Plat and one copy returned to subdivider. _____

If modifications are required, date notification of _____

Modifications referred to subdivider. _____

If necessary, date of consultation with county, state
And federal agencies _____

Final Plat

Application for Final Plat approval received in
Accordance with subdivision law(See article 4) _____

Note: Application must be submitted at least 10 days
Prior to the meeting at which it is to be considered
By the Planning Board and no later than six (6) months
After the date of the Preliminary Plat approval. _____

If Final Plat is in substantial agreement with the preliminary
plat and no public hearing is held, the Planning Board shall
within forty-five (45) days of the official submission date:
(check action taken)

Approve | Conditionally Approve | Disapprove

The Final Plat within 45 days of the official
submission date. Date of Action: _____

If public hearing is held five (5) days notice must
Be given. Date notice given: _____

Notice must also be sent to owners of all adjoining
Properties. Date notice sent: _____

Public hearing is held within 45 days of the official
Submission date. Date of hearing: _____

Within forty-five (45) days of the public hearing,
The Planning Board shall (check one)

Approve | Conditionally Approve | Disapprove

the Final Plat. Date of action: _____

If conditional approval was given, date conditions
Were satisfied and Final Plat approval was granted. _____