

Minor subdivision application guide

Items required for a minor subdivision request

- 1. Application Fee - \$100** (check made out to the Town of Westerlo)
- 2. Completed minor subdivision application**
- 3. Copy of the deed**
- 4. Proposed subdivision survey map (to include items on the check sheet)**
- 5. Short Environmental Assessment Form**
- 6. Agricultural Data Statement**
- 7. Site Visit consent form**

Nine copies of the documents above are required for a complete application

Document must be submitted 14 days prior to the planning board meeting to be on that agenda

\$200 per lot fee due upon subdivision approval

Applicants are encourage to contact the Building department first to go over your application before applying for a minor subdivision

TOWN OF WESTERLO
MINOR SUBDIVISION APPLICATION

DATE: ___/___/___

Tax Map ID#: _____

MINIMUM SUBMITTAL FEE DUE WITH APPLICATION

MINIMUM PARK FEES DUE ON APPROVAL AT \$200.00 PER LOT

SUB/DIV NAME: _____

OWNER: _____

ADDRESS: _____

PHONE#: _____

OWNER(S) SIGNATURE OF CONSENT TO APPLICATION: _____

APPLICANT/AGENT: _____

APP. ADDRESS: _____

INTEREST IN THE PROPERTY: _____

PHONE #: (____) _____

SUB/DIV SITE: _____

LOCATION: _____

ORIGINAL PARCEL SIZE: _____ ZONING DIST: _____

NEW LOT SIZES: _____

BRIEF DESCRIPTION OF PROPOSED SUBDIVISION WITH PURPOSE STATED:

Department Use

Date/Purpose:

Sub-Div #: # _____

Submtl/Dt: ___/___/___

Fee/Amt \$ _____

Dt/Fee/Pd: ___/___/___

Review/Dt: ___/___/___

Site/Dt: ___/___/___

Decision: _____

App/Dny/DT: ___/___/___

Lot/Fee/Amt: \$ _____

Lt/Fee/Pd: ___/___/___

Stamp Dt: ___/___/___

Send P.B. : ___/___/___

Other : _____

Act./Date ___/___/___

Other _____

REQUIRED INFORMATION:

- ☐ A. KEY MAP SHOWING:
 - ☐ 1. ZONING DISTRICT(S) INVOLVED
 - ☐ 2. BOUNDARY OF ZONING AND MUNICIPAL LIMITS
 - ☐ 3. NAMES OF ADJACENT PROPERTY OWNERS
 - ☐ B. FIELD SURVEYS OF PROPERTY LINES WITH DESCRIPTIVE DATA MADE BY AND CERTIFIED BY A LICENSED LAND SURVEYOR AND ALSO DESCRIBING THE APPROVED LOT CORNER MONUMENTS WITH THEIR LOCATIONS
 - ☐ C. PLATS PREPARED ON A PERMANENT REPRODUCIBLE MEDIUM AT A SCALE NOT TO EXCEED MORE THAN ONE HUNDRED (100) FEET TO THE INCH, ON SHEETS NOT LARGER THAN 30" (THIRTY INCHES) BY 40" (FORTY INCHES)
 - ☐ D. INFORMATION REQUIRED ON THE PLAT:
 - ☐ 1. A TITLE BLOCK INCLUDING:
 - ☐ a. SUBDIVISION NAME
 - ☐ b. TOWN AND COUNTY NAME
 - ☐ c. NAME AND ADDRESS OF RECORD OWNER
 - ☐ 2. NORTH ARROW
 - ☐ 3. DATE OF THE ORIGINAL AND SUBSEQUENT SUBMISSIONS
 - ☐ 4. MAP SCALE
 - ☐ 5. NAME, LICENSE#, ADDRESS, SEAL AND SIGNATURE OF THE LICENSED PREPARER
 - ☐ 6. EXISTING SITE CONDITIONS TO BE SHOWN:
 - ☐ a. APPROXIMATE LOCATION OF TREE MASSES, MARSHES, PONDS, STREAMS, WETLANDS (STATE AND FEDERAL WETLANDS MAY REQUIRE ADDITIONAL INFORMATION) AND ANY SIGNIFICANT NATURAL FEATURES
 - ☐ b. EXISTING BUILDINGS, WATER MAINS, CULVERTS, UTILITY LINES, HYDRANTS AND OTHER MAN-MADE SIGNIFICANT FEATURES
 - ☐ c. EXISTING STREETS WITHIN THREE HUNDRED (300) FEET, R.O.W. WIDTHS, PAVEMENT WIDTHS, EASEMENTS AND EXISTING PROPERTY LINES
 - ☐ d. REASONS FOR ESTABLISHMENT OF R.O.W. AND EASEMENT
 - ☐ 7. PROPOSED SITE CONDITIONS:
 - ☐ a. DIMENSIONS AND AREAS OF NEW LOTS TO THE 100 th FOOT
 - ☐ b. LOCATION AND SIZE (IF ANY) OF STORM WATER MANAGEMENT IMPROVEMENTS
 - ☐ c. SET BACKS, FRONTAGE AND LOT WIDTH REQUIREMENTS OF THE INVOLVED DISTRICTS
 - ☐ d. TOTAL AREA OF ANY PROPOSED/ANTICIPATED LAND DISTURBANCE
- ☐ E. A SHORT FORM E.A.S. WITH PART ONE COMPLETED
- ☐ F. IDENTIFY ANY AG. DISTRICT PARCELS WITHIN 500' OF THE SUBJECT PARCEL
- ☐ G. ANY OTHER CERTIFICATES/AFFIDAVITS REQUIRED TO ASSURE COMPLIANCE

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?		NO	YES
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		<input type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency?		NO	YES
If Yes, list agency(s) name and permit or approval:		<input type="checkbox"/>	<input type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		_____ acres	
b. Total acreage to be physically disturbed?		_____ acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		_____ acres	
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____			
<input type="checkbox"/> Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?		NO <input type="checkbox"/>	YES <input type="checkbox"/>
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____		NO <input type="checkbox"/>	YES <input type="checkbox"/>
8. a. Will the proposed action result in a substantial increase in traffic above present levels?		NO <input type="checkbox"/>	YES <input type="checkbox"/>
b. Are public transportation service(s) available at or near the site of the proposed action?		<input type="checkbox"/>	<input type="checkbox"/>
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?		<input type="checkbox"/>	<input type="checkbox"/>
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____		NO <input type="checkbox"/>	YES <input type="checkbox"/>
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____		NO <input type="checkbox"/>	YES <input type="checkbox"/>
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____		NO <input type="checkbox"/>	YES <input type="checkbox"/>
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?		NO <input type="checkbox"/>	YES <input type="checkbox"/>
b. Is the proposed action located in an archeological sensitive area?		<input type="checkbox"/>	<input type="checkbox"/>
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?		NO <input type="checkbox"/>	YES <input type="checkbox"/>
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____		<input type="checkbox"/>	<input type="checkbox"/>
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?		NO <input type="checkbox"/>	YES <input type="checkbox"/>
16. Is the project site located in the 100 year flood plain?		NO <input type="checkbox"/>	YES <input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES		NO <input type="checkbox"/>	YES <input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____ <input type="checkbox"/> NO <input type="checkbox"/> YES			

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____		

TOWN OF WESTERLO ZONING BOARD OF APPEALS/PLANNING BOARD
CR 401, P.O. BOX 148
WESTERLO, New York 12193

Site Visit Consent Form

The Town of Westerlo Zoning Board of Appeals/Planning Board requests your permission to conduct a site visit of this property to assist in the Board's application process, review and determinations. The Board seeks authority to walk the property and visit the site at the Board's unaccompanied convenience only, at any time during the duration of the application process, with consultants of our choosing.

The completed form must accompany your application for processing.

Name of Applicant: (Application Number if assigned) Application No. _____

Name of Property Owner (if other than applicant):

Location of Site:

Permission granted (by owner): yes _____ no _____

Owner's signature _____

Date _____

Agricultural Data Statement

Town of Westerlo Planning Board

Name of Applicant: _____

Address of Applicant: _____

Description of proposed project: _____

Location of proposed project: _____

Section Block & Lot Number: _____

Name & Address of any owner of land within the agricultural district, whose land contains farm operations and is located within five hundred (500) feet of the boundary of the property upon which the project is proposed (attach additional pages if necessary):

In the case of any proposed residential development that abuts agricultural uses, the Planning Board shall require the applicant to issue a disclosure, as per New York State Agriculture and Markets 25-aa, to potential purchasers of lots or dwelling units as follows: "This property adjoins land used for agricultural purposes. Farmers have the right to apply approved chemical and organic fertilizers, pesticides, and herbicides, and to engage in farm practices which may generate dust, odor, smoke, noise, and vibration." This disclosure shall be required as a note on a subdivision plat or Site Plan.