

MINOR SUBDIVISION PACKET

DEADLINE: All required information is due to be submitted to Town Staff ten (10) working days prior to the Planning Board meeting.

APPLICATION FEE: \$100 + \$25 PER LOT OR \$50 PER ACRE

FINAL PLOT REVIEW

These items must be supplies for Final Plot Review.

MINOR SUBDIVISION PLAT: In case of Minor Subdivision ONLY, the Subdivision Plat application shall include the following information:

- (a) Application completed in detail, with required attachments.
- (b) One (1) Cloth or Mylar, in ink, and four (4) paper copies of a Plat at a scale of 1" = 30', prepared by a Registered Land Surveyor indicating the following:
 1. An actual field survey of the boundary lines of the tract, giving complete descriptive data by bearings and distances, made and certified to by a Licensed Land Surveyor. The corners of tract shall also be located on the ground and marked by monuments as approved by the Town Engineer, and shall be referenced and shown on the Plat. Survey should identify and show parent parcel and new parcel or parcels to be created.
 2. Proposed subdivision name, name of Town and County in which it is located.
 3. Location of the property.
 4. Name and address of the owner.
 5. Name and address of the Land Surveyor preparing the Plat, as well as the date the survey was prepared.
 6. Existing property lines, including right-of-way and names of adjoining streets.
 7. Location and dimensions of existing buildings.

(FINAL PLAT REVIEW (CONTINUED))

8. Existing drainage ditches and canals and their respective servitudes.
9. Layout, dimensions and square footage of lots.
10. Layout and dimensions of servitudes and rights-of-way.

APPLICATION FOR CONSIDERATION OF PRELIMINARY LAYOUT OR
APPROVAL OF FINAL PLAT

To the Planning Board:

1. The undersigned herewith makes application to the Planning Board for:
 Consideration of Preliminary Layout
 Approval of Final Plat

2. Identification of land
(Assessor's Tax Map numbers)

3. Owner(s) of record of land involved-
Name(s) _____

4. Applicant(s) Engineer or Surveyor

5. The subdivision is to be developed in
_____ sections over an estimated period of
_____ years _____ months. The attached
section is Section _____

6. The following documents and
maps accompany this application.

- Copies of topographic map
 Copies of Preliminary Layout
 Copies of Final Plat
 Copies of Construction Details
 Affidavit of Ownership
 Other documents and maps are:

7. The Planning Board(s) consideration
and/ or approval is hereby requested:

By _____

(Name)

Title _____

(Owner, Agent, or Officer)

(Name of Organization)

Address _____

Phone _____

(To be filled out by Planning Board Secretary)

Application number _____

Received, this _____ day of _____ 20____ from _____

The documents and maps herein above listed for the purpose of consideration and/ or approval of the subdivision thereon described. Notification is hereby given that the above application will be acted upon at a meeting of the Planning Board on the _____ day of _____ 20____.

For the Planning Board

By _____
Secretary

Remarks and/ or notes

TOWN OF NEW HARTFORD
APPLICATION FOR REVIEW BY PLANNING BOARD
 (Applicant to complete Side 1)

Application No.
 (assigned by Town)

PB- _____ - _____ - _____

APPLICANT INFORMATION:

(Check box to indicate who receives correspondence from the Planning Board.)

Name of Property Owner _____
 _____ Day Time Phone No. _____
 Mailing Address _____

 Signature _____ Date _____

Name of Applicant (if different _____) Day Time Phone No. _____
 Mailing Address _____

 Signature _____ Date _____

Name of Engineer _____ Phone No. _____
 Mailing Address _____

PROJECT INFORMATION:

Project Name _____
 Current Property Zoning _____
 Project Location (closest intersection) _____
 Brief Description of Project _____

Property Tax Map No(s). _____

Has the Zoning Board of Appeals granted any
 variance, exemption or special permit concerning
 this property? Yes No
 (If yes, please attach description and date of action.)

REASON FOR PLANNING BOARD REVIEW:

(Check box and enter date for current application.)

- Zoning Map Amendment _____
- Zoning Text Amendment _____
- Planned Development Zoning _____
- Subdivision Sketch _____
 Preliminary _____
 Final _____
- Site Plan Review or Planned Development
 Implementation Concept _____
 Preliminary _____
 Final _____
- Other _____

LIST OF ATTACHMENTS: (Title and Date)

1. Application Fee
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

617.20
Appendix B
Short Environmental Assessment Form

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? 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.			NO <input type="checkbox"/>	YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO <input type="checkbox"/>	YES <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				

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	YES
	<input type="checkbox"/>	<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	YES
	<input type="checkbox"/>	<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	YES
	<input type="checkbox"/>	<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: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:	<input type="checkbox"/>	<input type="checkbox"/>
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.
_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

PRINT