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.
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:

   ________________________________

(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)

### 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).

### 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. 

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(Side 1)
**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.

<table>
<thead>
<tr>
<th>Part 1 - Project and Sponsor Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Action or Project:</td>
</tr>
<tr>
<td>Project Location (describe, and attach a location map):</td>
</tr>
<tr>
<td>Brief Description of Proposed Action:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Applicant or Sponsor:</th>
<th>Telephone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City/PO:</th>
<th>State:</th>
<th>Zip Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Does the proposed action require a permit, approval or funding from any other governmental Agency?</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>If Yes, list agency(ies) name and permit or approval:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.a. Total acreage of the site of the proposed action?</td>
<td>acres</td>
<td></td>
</tr>
<tr>
<td>b. Total acreage to be physically disturbed?</td>
<td>acres</td>
<td></td>
</tr>
<tr>
<td>c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?</td>
<td>acres</td>
<td></td>
</tr>
<tr>
<td>4. Check all land uses that occur on, adjoining and near the proposed action:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Urban □ Rural (non-agriculture) □ Industrial □ Commercial □ Residential (suburban)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Forest □ Agriculture □ Aquatic □ Other (specify):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Parkland</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5. Is the proposed action,  
   a. A permitted use under the zoning regulations?  
      | NO | YES | N/A |
   b. Consistent with the adopted comprehensive plan?  
      | NO | YES | N/A |

6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?  
   | NO | YES | N/A |

7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?  
   If Yes, identify:  
   | NO | YES | N/A |

8. a. Will the proposed action result in a substantial increase in traffic above present levels?  
      | NO | YES | N/A |
   b. Are public transportation service(s) available at or near the site of the proposed action?  
      | NO | YES | N/A |
   c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?  
      | NO | YES | N/A |

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 | YES | N/A |

10. Will the proposed action connect to an existing public/private water supply?  
    If No, describe method for providing potable water:  
    | NO | YES | N/A |

11. Will the proposed action connect to existing wastewater utilities?  
    If No, describe method for providing wastewater treatment:  
    | NO | YES | N/A |

12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?  
      | NO | YES | N/A |
   b. Is the proposed action located in an archeological sensitive area?  
      | NO | YES | N/A |

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 | YES | N/A |
   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:  
      | NO | YES | N/A |

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:  
   - Shoreline  
   - Forest  
   - Agricultural/grasslands  
   - Early mid-successional  
   - Wetland  
   - Urban  
   - Suburban  
   | NO | YES | N/A |

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 | YES | N/A |

16. Is the project site located in the 100 year flood plain?  
    | NO | YES | N/A |

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?  
       | NO | YES | N/A |
    b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?  
       If Yes, briefly describe:  
       | NO | YES | N/A |
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?"

<table>
<thead>
<tr>
<th>Question</th>
<th>No, or small impact may occur</th>
<th>Moderate to large impact may occur</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2. Will the proposed action result in a change in the use or intensity of use of land?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>3. Will the proposed action impair the character or quality of the existing community?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>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?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>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?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>7. Will the proposed action impact existing:</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>a. public / private water supplies?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>b. public / private wastewater treatment utilities?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems? | No, or small impact may occur | Moderate to large impact may occur |
---|---|---|
11. Will the proposed action create a hazard to environmental resources or human health? | | |

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.

☐ 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.

☐ 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)