

ARTICLE 5: SUBMISSION REQUIREMENTS

Section 500 - Planning Board Review

All land divisions and subdivisions subject to review as herein defined must be submitted to the Planning Board for their review, accompanied by the materials described in this Article.

Section 510 - Materials To Be Submitted - Land Divisions

1. Name and Address of Applicant, including any professional advisers.
2. A sketch of the proposed land division, showing the projects proposed features including lots, blocks and sites, means of access and egress, and other pertinent features.
3. A description of the current condition of the site including onsite environmental features and surrounding land uses.
4. A description of the proposed uses of the site.

Section 520 – Materials To Be Submitted – Subdivision Preliminary Plat

1. Name and address of subdivider and any professional advisers, including license numbers and seals.
2. Three copies of a map of the property, drawn to scale, at a scale of (1) inch to fifty (50) feet or one (1) inch to one hundred (100) feet, showing:
 - a. Subdivision name, scale, north arrow and date.
 - b. Subdivision boundaries.
 - c. Contiguous properties and names of owners.
 - d. Existing and proposed roads, sidewalks.

- e. Water courses, marshes, wetlands, 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, and open space.
 - g. Land contours at ten (10) foot intervals, or other suitable indicators of slope.
 - h. Proposed alterations of existing topography.
 - i. The preliminary location and layout of any proposed drainage and community water supply and sewage disposal facilities, if necessary.
3. Copy of tax map(s), showing all parcels effected.
 4. Total acreage of subdivision and number of lots proposed.
 5. Building types, approximate size, approximate cost, and tentative location, (at the discretion of the Planning Board).
 6. All parcels of land proposed to be dedicated to public use and the conditions of such use.
 7. 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.
 8. Plans showing sidewalks, road lighting, roadside trees, curbs, water mains, sanitary sewers and storm 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 environmental assessment form as required by the state Environmental Quality Review Act (SEQR).
 11. Other information as required by the Planning Board that in their opinion is necessary for a complete understanding of the subdivision proposal.
 12. Completed Subdivision Review Application.

Section 530 - Materials to be Submitted - Subdivision Final Plat

1. The materials described in Section 520 - Items 1 - 10.
2. Three copies of a map, at a scale of 1 inch to 50 ft. or 1 inch to 100 ft., showing the final layout and design of any proposed drainage and community water supply, and sewage disposal facilities.
3. Information regarding the certifications, and, pending or secured permits of any other agency required for the subdivision or any of its elements including, but not limited to, the New York State Department of Transportation, the Jefferson County Highway Department, the New York State Department of Health, the New York State Department of Environmental conservation, and the united States Army Corps of Engineers.
4. A legal survey of the subdivision, prepared by a licensed land surveyor.
5. Other information as required by the Planning Board that in their opinion is necessary for a complete understanding and assessment of the subdivision proposal.

Section 540 - 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 certain submission requirements.

Town of Hounsfield Application

(Application due (14) fourteen days prior to Planning Board Meeting, to be on the agenda)

Land Division/Land Partition

Land Division Review: _____ Date Received: _____

Owner: _____ Phone number: _____

Owner Address: _____

Tax Map: _____ Fee: _____

Location and Size of Proposed Land Division: _____

INITIAL REVIEW OF LAND PARTITION

A. Proposed number of Lots, Blocks, or Sites in Land Division 2-3 4-5 6-7 8-9 10+
If more than 10 Specify: _____

B. Proposed Method of Access To Land Division Existing Road Specify Name: _____
 Proposed Road: _____

C. Environmental Condition of Site
(Please Check All Appropriate Boxes)

Steep Sloping Site: _____

Designated Wetlands: _____

Shoreline Presence if so Body of Water: _____

Rare or Significant Vegetation: _____

Fish and Wildlife Considerations: _____

Soil Types: _____

Other Site Considerations: _____

D. Proposed Method Of Water Services

Municipal Water System

Private Well

E. Proposed Method of Sewage Disposal

Municipal Sewage System

Individual System

If Individual System, can the proposed lot(s) meet dimensional requirements set forth in Appendix 75-A, New York State public Health Law?

Yes

No, Describe _____

F. Proposed use of Land Division (Circle each that applies)

Agricultural Business, Agriculture, Airstrip, Auto Service Station,

Bed & Breakfast, Campground, Dwelling Single Family, Dwelling Two Family,

Dwelling Multi Family, Essential Services, Excavation, Funeral Home,

Industry Heavy, Industry Light, Institutional Use, Junkyard, Kennel,

Individual Mobil Homes, Marina, Mobile Home, Mobile Home Park,

Motel/Hotel, Office, Office Small, Recreation Outdoor, Religious Institution,

Rental Cottages, Restaurant, Retail Large, Retail Small, School,
Shopping Center,

Telecommunication Tower, Townhouses, Travel Trailer Park, Warehouses,

Other:

G. Is there Historical, and/or Archaeological Significance to the Site:

Yes, Describe: _____

No: Other Significant Information Regarding the Site? _____

Owner (s) Signature: _____

Agent Signature: _____

Date of Application: _____

(To be filled in by Planning Board Chairperson)

H. Classification of Land Division:

Land Partition, It is the opinion of the Planning Board that this proposed Land Division is unlikely to have any adverse impacts upon the environment, or the Public Health, Safety and Welfare of the Residents of the Town of Hounsfield. Therefore, this so designated Land Partition requires no future review by the Hounsfield Planning Board and may be filed the Land Partition certificate with the Clerk of Jefferson County, New York.

Subdivision, It is the opinion of the Planning Board that this proposed Land Division has the potential, to have adverse impacts upon the environment or Public Health, Safety, and Welfare of the Residents of the Town of Hounsfield. Therefore, this Land Division has been designated as a Subdivision and is subject to further Subdivision Review as required by Regulations.

Reason For Decision: _____

Date: _____, Chairman
Town of Hounsfield Planning Board

(Application due (14) fourteen days prior to Planning Board Meeting, to be on the agenda)

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: a. public / private water supplies? b. public / private wastewater treatment utilities?	<input type="checkbox"/> <input type="checkbox"/>	<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)

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