**MAJOR SUBDIVISION PACKET**

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

Application Fee: The following fees will be assessed upon application for the requested service and shall be nonrefundable.

1. Sketch Plan Conference with the $100.00 each

Development Review Committee

(Town Planner, Town Engineer,

Town Codes Enforcement Officer)

 2. Application for Conceptual $100.00 plus $50.00 Subdivision Approval per lot

3. Application for Preliminary $200.00 plus $100.00

Subdivision Approval per lot

 4. Application for Final Subdivision $100.00 plus $50.00

Approval per lot

5. State Environmental Quality $ 75.00

Review (SEQR) Environmental

Assessment Form (EAF) Review

and SEQR determination

6. Administration and Coordination of $300.00

 SEQR with Town as Lead Agency

 and no Environmental Impact

 Statement (EIS) required

7. Administration and Coordination of $500.00

SEQR with Town as Lead Agency,

 EIS required and prepared by

 applicant, Draft Review

8. Administration and Coordination of $500.00

SEQR with Town as Lead Agency,

 EIS required and prepared by

applicant, Final Review

9. SEQR Administration and Co- $500.00

ordination, Town as Lead Agency.

Planning Board requires Town

contracting for professional services

for Administration, Coordination and

preparation and review of EIS, as

required, plus any and all direct

contractual expenses incurred by the Town.

10. In addition, should the Town or its agents

require independent construction inspection

services for site work and exterior utilities

and appurtenances to comply with the

requirements of the Town Planning Board,

an additional fee will be assessed to the

applicant to compensate for the charge incurred

by the Town. A prepaid fee will be established

by the Town based on the current hourly in-

spection rate schedule approved by the Town Board.

1. In addition, should the Town require special studies

 to comply with the requirements of the Town

 Planning Board, an additional nonrefundable and

 nontransferable fee will be assessed to the applicant

 to compensate for any and all charges incurred by

 the Town in this regard.

1. Should the project for which application is made by

 subject to other charges, i.e., fees in lieu of mitigation,

 the applicant shall be solely responsible for payment

 of same, and shall be in addition to all other fees or

 charges associated with said application. Payment of

 said charges shall be paid in full prior to Final Approval

 by the Planning Board.

**SKETCH REVIEW**

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

These items must be supplied to meet with the Administrative Review

 Panel, Town Codes Enforcement Officer, Town Planner and Town

 Engineer.

**SUBMISSION REQUIREMENTS FOR**

**MAJOR SUBDIVISION APPROVAL**

SKETCH PLAN: The Sketch Plan initially submitted to the Administrative Review Panel shall be based on tax map information or some other similarly accurate base map at a scale (preferably not less than 200 feet to the inch) to enable the entire tract to be shown on one sheet. The Sketch Plan shall be submitted, showing the following information:

1. The location on that portion which is to be subdivided in relation to the entire tract, and the distance to the nearest existing street intersection.
2. All existing structures, wooded areas, streams and other significant physical features, with the portion to be subdivided and within 100 feet thereof. If topographic conditions are significant, contours shall also be indicated at intervals of not more than ten (10) feet.
3. The name of the owner and of all adjoining property owners as disclosed by the most recent municipal tax records.
4. The tax map sheet, block and lot numbers, if available.

SKETCH REVIEW (CONTINUED) -2-

1. All utilities available, and all streets which are either proposed, mapped or built.
2. The proposed pattern of lots (including lot width and depth), street layout, recreation areas, systems of drainage sewage, and water supply within the subdivided area.
3. All existing restrictions on the use of land including easements, covenants, or zoning fines.
4. Vicinity map at a scale of 1” = 1,000’.

**PRELIMINARY PLAT REVIEW**

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

On reaching conclusions regarding the general program and objective

following the pre-application appearances, if any, the subdivider shall cause

to be prepared a Preliminary Layout together with the following

supplementary or supporting material:

1. Topographic data on the tract and existing drainage ways.
2. Tract boundary lines, tract area and street layout.
3. Name and right-of-way.
4. Utilities on and adjacent to the tract.
5. Location, dimensions and purpose of any easements.
6. Number to identify each lot and letter to identify each block.
7. Purpose for which sites, other than residential lots, are dedicated or reserved.
8. Minimum setback line on all lots and other sites.
9. Names of owners of record of adjoining unplatted land.
10. Site data, including number of residential lots, typical lot size, lineal feet of streets, acres in park, etc.
11. Title, scale, north arrow and date.

**FINAL PLAT APPROVAL**

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

1. The Final Plat shall conform substantially to the Preliminary Plan as conditionally approved. If desired by the Subdivider, the Final Plat may constitute only that portion of the approved Preliminary Plan, which he proposes to record and develop at the time; provided, however, that such portion conforms to all requirements of these regulations.
2. Application for Approval of the Final Plat and other material required for approval shall be submitted to the Board by filing the Plat and such other material with the Secretary of the Board at least ten (10) days prior to the regular monthly meeting, at which time it is to be considered.
3. Four (4) copies of the Final Plat and other material required for approval shall be submitted to the Board within six (6) months after Conditional Approval of the Preliminary Layout; otherwise such Conditional Approval shall become null and void unless an extension of time is applied for and granted by the Board.
4. The Board shall, within forty-five (45) days from and after the time of the Public Hearing for approval, modification and approval, or disapproval of the Final Plat, approve or disapprove the Final Plat as submitted or modified, and the Board shall notify the Subdivider, in writing, of its action. Approval, however, shall not be deemed final until the Subdivider has complied with Section VII Subdivision D with respect to certifications that required improvements have been completed or bond satisfactory to the Board has been posted in lieu thereof in accordance with the provisions of Section 277 of the Town Law and shall have filed the Final Plat with the County Clerk within ninety (90) days after approval; otherwise such approval shall expire as provided by Section 276 of the Town Law, and shall become null and void unless an extension of time is applied for and granted by the Board, pursuant to law.
5. The Subdivider will be required to tender offers of cession in form approved as satisfactory by the Town Attorney of all sewers, drains, surface drains, water lines and all land included in streets, parks or other public areas, not specifically reserved as shown on the Final Plat shall not constitute acceptance by the Town of the dedication of such facilities without formal acceptance by the Town. This subsection shall not apply to corporations operating under the Transportation Act.