

**Town of Skaneateles Planning Board**

**INSERT: Subdivision of Land**

(Pursuant to §131-1 & §131-3)

Contact Town Staff if you need assistance

Applicant Name: \_\_\_\_\_

Property Tax Map# \_\_\_\_\_

**PROPOSED SUBDIVISION NAME:** \_\_\_\_\_

**PROJECT CLASSIFICATION:**

**Submission is** (check all applicable):

- New project: \_\_\_\_\_
- Amendment: \_\_\_\_\_
- Sketch plan \_\_\_\_\_
- Preliminary Plat \_\_\_\_\_
- Final Plat \_\_\_\_\_

**Project is** (check all applicable):

- Minor Subdivision (4 lots max) \_\_\_\_\_
- Major Subdivision \_\_\_\_\_
- Re-subdivision \_\_\_\_\_
- Lot Line Adjustment \_\_\_\_\_
- Lot Merger \_\_\_\_\_

**Subdivision design is:**

- Conventional (standard conforming lots) \_\_\_\_\_
- Open Space (cluster design per § 148-9C) \_\_\_\_\_
- Conservation density (large lot per §131-6) \_\_\_\_\_

**PROJECT DESCRIPTION** (attach additional sheets if needed):

1. Describe the proposal:

\_\_\_\_\_  
\_\_\_\_\_

2. Describe existing conditions (Zone District(s), uses, activity, structures) on the property:

\_\_\_\_\_  
\_\_\_\_\_

3. Describe proposed physical or operational changes to the property:

\_\_\_\_\_  
\_\_\_\_\_

4. Lots

# lots existing	# _____	Total area of tract	_____ (sq. ft.- acres)
# lots proposed now	# _____	Total area affected now	_____ (sq. ft.- acres)
# lots proposed future	# _____	Total Area affected future	_____ (sq. ft.- acres)
# sections anticipated	# _____	Estimated year – completion	_____

5. Improvements proposed **WITHIN** tract boundary:

- Roads \_\_\_\_\_none \_\_\_\_\_private shared driveway \_\_\_\_\_ private/public street
  - Water supply \_\_\_\_\_private well \_\_\_\_\_public supply - existing district: \_\_\_\_\_
  - Sanitary \_\_\_\_\_onsite septic \_\_\_\_\_private/public sewer - existing district: \_\_\_\_\_
  - Drainage \_\_\_\_\_onsite \_\_\_\_\_private/public facility - existing district: \_\_\_\_\_
- Public Improvement Districts – list by name and/or type any to be **formed or extended** to serve proposed tract (attach applicable Town Board Resolution(s))

\_\_\_\_\_

6. Ownership, taxes, liens

Deed is recorded in Onondaga Co. Clerk's Office

Liber \_\_\_\_\_ Page \_\_\_\_\_  
Liber \_\_\_\_\_ Page \_\_\_\_\_

- All property taxes have been paid? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Any encumbrances, liens or similar items against the land? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, describe: \_\_\_\_\_

**TURN OVER** - for REQUIRED SUBMISSIONS

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## SUBMISSION REQUIREMENTS

### FILING FEES:

- \_\_\_\_\_ **Minor Subdivision** - \$150.<sup>00</sup>/lot
- \_\_\_\_\_ **Major Subdivision** - \$500.<sup>00</sup> + \$150.<sup>00</sup>/lot & professional fees
- \_\_\_\_\_ **Lot Line Adjustment** - \$150.<sup>00</sup>

### ONE (1) original:

- \_\_\_\_\_ 1. Common Application Form – completed and signed
- \_\_\_\_\_ 2. Subdivision insert – completed
- \_\_\_\_\_ 3. Supporting narrative reports – if any
- \_\_\_\_\_ 4. SEQR **Short** form – completed (Board may require completed LONG FORM or more information)
- \_\_\_\_\_ 5. Letter of authorization – if agent or applicant.
- \_\_\_\_\_ 6. Photocopy of permits or correspondence from other agencies (see Referral Section below)
- \_\_\_\_\_ 7. Lot Dimension Schedule – (table of lot size, zoning dimensional compliance)
  - \_\_\_\_\_ Minor Subdivision/Lot Line Adjust – show each proposed lot
  - \_\_\_\_\_ Major Subdivision – table of typical proposed lot dimensions
- \_\_\_\_\_ 8. If within LWOD - Written statement or photocopy of transmittal letter that a copy of this application has been submitted to the City of Syracuse Water Department or the City of Auburn. (per §148-21E & F).

### TEN (10) copies of:

- \_\_\_\_\_ 9. Copy of current survey (per §148-41D(1)), with location map, stamped/signed by licensed land surveyor.
- \_\_\_\_\_ 10 Copy of subdivision plans showing existing and proposed lot lines and site conditions, signed and stamped by licensed design professional.
- \_\_\_\_\_ 11 ADDITIONAL PLANS: Conservation Analysis if required (per § 148-9C & G(1));  
Erosion-stormwater control plan (per §148-18B(10) & §148-26).

## REFERRALS AND CONTACTS WITH OTHER AGENCIES

The following agencies may have separate permit authority or be required to provide advisory review of applications before the Town. **You may be required by the Town to contact these agencies directly.** Please **indicate if you have already contacted** any of these agencies, the date of contact and the type of response (informal letter, permit issued, N/A - Not Applicable)

		<u>Contact Date</u>	<u>Response</u>
<b>Highway Access:</b>	Town Highway Dept.	_____	_____
	Onondaga County DOT	_____	_____
	NYS DOT	_____	_____
<b>Water Supply:</b>	Town Water Dept.	_____	_____
<b>Sanitary Waste:</b>	Onondaga Co Health Dept.	_____	_____
<b>Natural Resources:</b>	City of Syracuse Water Dept.	_____	_____
	NYS DEC	_____	_____
	US Army Corp of Engineers	_____	_____
<b>Special District(s)</b>	Town Board	_____	_____

## PROCEDURE SUMMARY (will vary depending on type of submission, project and design)

1. Pre-application meeting with Office of Planning & Zoning
2. Sketch plan review by Planning Board (per §131-3A)
3. Submittal Deadline (closest weekday to 1<sup>st</sup> of each month; required follow-up info 10 days prior to regular meeting)
4. Preliminary Board review of application
  - a. Determine completeness
  - b. Request additional information or submissions
  - c. Schedule site visit and formal review meeting date; set escrow if needed.
  - d. Refer application to other agencies
5. Formal Board Review
  - a. Public hearing
  - b. Receipt of referral recommendations
  - c. Final action and adoption of resolution

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### REFERENCE ONLY

#### Significant Definitions (see Town Subdivision Chapter §131-7 for more)

LOT/PARCEL — An area of land with definite boundaries, all parts of which are owned by the same person(s) or entities, the boundaries of which were established either by the filing of an approved subdivision plat or by the recording of a deed prior to the adoption of the Subdivision Law by the Town of Skaneateles on June 20, 1974. Where a parcel is divided by a public road, such division shall be deemed to create separate lots, even if such lots do not have individual tax parcel numbers or have been transferred in the same deed.

LOT LINE ADJUSTMENT — A modification of lot boundaries affecting any lot shown on an approved and filed plat in which a portion of one or more lots is added to an adjoining lot or lots without increasing the total number of buildable lots. A lot line adjustment is not a subdivision, but an amending map must be signed and recorded as provided in § 131-1F.

LOT MERGER — A change in lot configuration that merges contiguous lots in the same ownership by eliminating but not changing any lot lines.

MAJOR SUBDIVISION — Any subdivision not classified as a minor subdivision.

MINOR SUBDIVISION — Any subdivision or series of subdivisions **containing no more than four lots over a ten-year period**, not involving a new street or road or the extension of municipal facilities, not adversely affecting the development of the remainder of the parcel or adjoining properties, and not in conflict with any provision or portion of the Comprehensive Plan.

OPEN SPACE SUBDIVISION — A subdivision in which open space is permanently preserved pursuant to § 148-9 of the Zoning Law.

PRELIMINARY PLAT — A drawing or drawings clearly marked "preliminary plat" showing the salient features of a proposed subdivision, as specified in this chapter, submitted to the Planning Board for purposes of consideration prior to submission of the plat in final form and in sufficient detail to apprise the Planning Board of the layout of the proposed subdivision.

RESUBDIVISION — A change (including a lot adjustment) in a subdivision plat filed in the office of the County Clerk which a) affects any area reserved thereon for public use; b) affects any street layout shown on such plat; or c) diminishes the size of any lot shown thereon. A merger of adjoining lots that eliminates lot lines but does not change any lot lines is not a re-subdivision.

SKETCH PLAN — A sketch made on a topographic survey map showing the proposed subdivision in relation to existing conditions.

SUBDIVISION — The division of any parcel of land into two or more lots, plots, sites, or other division of land, with or without streets, for the purpose of immediate or future sale, lease, or building development. Such division shall include re-subdivision of plats already filed in the office of the County Clerk. A merger of adjoining lots that eliminates lot lines but does not change any lot lines is not a subdivision or a re-subdivision.

SUBDIVISION PLAT or FINAL PLAT — A drawing or drawings in final form showing a proposed subdivision containing all information or detail required by law and by this chapter, and which, if approved by the Planning Board, may be duly filed by the applicant in the office of the County Clerk.