

## Preliminary Procedures of Applying for Subdivisions

### Suggested:

1. Obtain copy of Subdivision Regulations from Town Clerk
2. Attend Planning Board meeting for preliminary discussion.

### Required:

1. Two copies of a sketch plan of the proposed subdivision shall be submitted to the Secretary of the Planning Board at least ten (10) days prior to the regular meeting of the Board.
2. Sketch plan must include:
  - a. Name and address of subdivision, north arrow, scale, date;
  - b. Name of owner of subdivision and all adjoining property owners;
  - c. Specific boundary of area to be subdivided;
  - d. Tax map sheet, block, and lot numbers;
  - e. All existing structures, wooded areas, streams and other significant physical features, within portion to be divided and within 200feet thereof. If topographic conditions are significant, contour shall be indicated at intervals of not more than 20 feet, based upon available US Geological Survey data;
  - f. All utilities, streets, and rights-of-way which are existing;
  - g. All existing restrictions on the use of land including easements, covenants, and/or zoning district boundaries;
  - h. The proposed pattern of lots, street layout, recreation areas and systems of drainage, sewerage and water supply within the subdivided area;
  - i. Existing platting, if a resubdivision.
3. Environmental Assessment Form (EAF)--available from Town Clerk

At the first meeting, the proposed subdivision will be reviewed, with recommendations, and classified as a major or minor subdivision as defined in Regulations. From this point, procedure continues as outlined in Subdivision Regulations according to whether major or minor subdivision and will include a public hearing.

SPRINGFIELD PLANNING BOARD  
SUBDIVISION REVIEW CHECKLIST

**Please note:**

- **This checklist is provided for your convenience and is in no way meant to replace local subdivision laws and regulations.**

**STEP I: PRELIMINARY PROCEDURE FOR ALL PROPOSED SUBDIVISIONS**

**Applicant** attends PB meeting for preliminary discussion and submits the following items are required:

- 2 copies of a sketch plan of proposed subdivision to the secretary of PB at least 10 days prior to the regular meeting. Sketch plan to include:
  1. Name, address of subdivision
  2. North arrow, scale, date
  3. Name of owner and all adjoining property owners
  4. Specific area of boundary of area to be subdivided
  5. Tax map sheet, block, and lot numbers
  6. All existing structures, wooded areas, streams and other significant physical features on property and within 200 feet thereof property.
  7. If topography conditions are significant, contours shall be indicated at intervals of not more than 20 feet based on available US Geological survey data.
  8. All existing utilities, streets and rights of ways on property
  9. Proposed pattern of lots, street layout, recreational areas, drainage systems, sewerage and water supply within proposed subdivided area.
- Environmental Assessment Form (EAF) available from the Town Clerk.
- Pre-Application Form Section 8.3 of subdivision regulations. Available from the Town Clerk
- Preliminary Plat Application Form Section 8.4 of subdivision regulations. Available from the Town Clerk (Major subdivisions)
- Applicant shall supply in writing any request for waivers of any section of the subdivision regulations.

**Planning Board** reviews the proposed subdivision and classifies as a Major or Minor subdivision and determines the classification of the project according to the State Environmental Quality Review Act (SEQRA).

- PB reviews the EAF and begins SEQRA process. The PB will determine classification of project according to SEQRA whether Type I, Type II, or Unlisted.
- PB makes determination of Lead Agency Status under SEQRA process and will send any notices to other involved agencies when there are other permits being issued by other involved agencies.
- PB determines if proposal meets the regulations and when necessary makes specific recommendations in writing to be incorporated by the applicant in the next submission.
- PB **may** schedule a public hearing for their next meeting for minor subdivisions or wait until the applicant submits the final plat for the Minor Subdivision at the next monthly meeting and therefore schedule a public hearing the following month.
- PB reviews any request for waivers and decides whether or not to grant them.

**STEP II: MINOR SUBDIVISION PROCEDURES.**

**Applicant:** The applicant has six (6) months after classification of sketch plan as a minor subdivision to submit the application for approval. Material shall be submitted at least ten (10) days prior to the PB's regular monthly meeting and should be present at the meeting. The applicant must provide at a minimum the following items or request a waiver to the PB.

- Two (2) copies of the Pre-Application Form Section 8.3 of subdivision regulations Available from the Town Clerk.
- Applicant shall conform to the layout shown on the sketch plan with any additional recommendations received in writing from the PB and include all of the following details:
  1. Plats to be printed or drawn in pen and/or India ink on transparent tracing cloth or polyester film and not less than 8 ½ inches x 14 inches, nor more than 30 inches by 42 inches in size.
  2. Maps to be drawn at a scale of not less than 100 feet per inch and oriented with north to the top of the map.
  3. Name, address of owner of property being subdivided if different from the owner.
  4. Name, address, license number, signature and seal of surveyor preparing plat.
  5. Name and owner of all adjoining property and any adjacent subdivision.
  6. The deed book and page number on which the tract is being subdivided
  7. Tax map sheet, block and lot number
  8. All existing structures which are to remain, wooded areas, streams and other significant physical features within the tract and within 200 feet of the boundaries.
  9. All existing and proposed utilities, streets, all mapped but undeveloped streets or roads and all easements or rights-of-way across the tract.
  10. Proposed lot lines, dimensions and area of each proposed lot with referenced corners.
  11. All restrictions upon the use of the land; covenants and zoning district boundaries
  12. Evidence all on-site sanitations and water supply facilities are designed to meet the minimum specifications of NYS department of health.
  13. Test hole data as required by the appropriate municipal state agency, date of testing and location of each test hole on the plat.
    - include graphic representation of findings for all test holes
    - PB shall have authority to require more test holes if it deems necessary
  14. Any additional information required by the PB to assure compliance with these regulations.
- Fee of \$10 per lot
- Four (4) copies of proposed plat.
- Four copies of the environmental assessment form when required with a statement of any potential impacts of the development to the environment and proposed mitigation thereof.
- Conditional approval: If the PB issues a conditional approval, the applicant shall have one hundred eighty (180) days to meet the conditions for the final plat approval.
- Any offers of cession and covenants, and deed restrictions being applied to the lots.
- Permits and or certifications to verify proposed subdivision is in compliance with any applicable to any other local or state laws.
- A space not less than 3 inches square for PB signatures.

**Planning Board** reviews the Minor Subdivision at its next scheduled meeting and by law, has forty-five (45) days from the date the plat was filed to hold a public hearing. The public hearing must be advertised at least once in a newspaper of general circulation in the town at least five (5) days before being held. The PB may schedule a public hearing at the same time as the submittal of the final Minor Subdivision Plat if there are no significant unforeseen changes from the sketch plan. Following the public hearing and submittal of any additional supporting documentation the PB shall:

- Render a Determination of Significance of project according to SEQRA, whether a *Negative or Positive Declaration* before taking action on the application. If a *Negative Declaration* is issued, then the PB may proceed to render a final decision on the proposal.

or

If a *Positive Declaration* is issued, the PB will precede to request the applicant prepare a *Draft Environmental Assessment Statement*, and continue with the SEQRA process before rendering a final approval.

- PB determines if proposal is subject to 239 reviews by the County and will submit when necessary before any final decision is made.
- PB holds or schedules a public hearing.

### **STEP III: PUBLIC HEARING ON MINOR SUBDIVISION**

- Upon the completion of a Final Environmental Assessment Statement or Negative Declaration and upon receipt of action by the County Planning Board when applicable, the PB shall render a decision on the proposed subdivision within 45 days after the date of the public hearing or within an extended period of time mutually agreed upon between the PB and applicant and after the County GML 239 review when applicable.
- Conditional Approval: If a final plat is approved subject to conditions by the PB, upon satisfaction of the conditions, the final plat must be signed by the PB chairman before filing. The applicant shall have up to one-hundred eighty days (180) to meet the conditions. The PB may extend this time for up to one-hundred eighty (180) additional days.

### **STEP IV: ACTION ON FINAL MINOR SUBDIVISION PLAT**

**Planning Board:** PB takes action to approve, disapprove or approve with conditions the Minor subdivision plat.

**Filing of Minor Subdivision Plat:** The approval of a subdivision plat by the PB, either by a direct statement of approval or by approval due to failure to respond within the specified time, shall expire within sixty (60) days if the subdivider fails to record the approved plat with the Otsego County clerk. No building permit may be issued prior to the time that such filing is made.

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## **MAJOR SUBDIVISION PROCESS**

### **STEP I: SKETCH PLAN SUBMITTAL SAME AS STEP I ABOVE**

### **STEP II: MAJOR SUBDIVISION PRELIMINARY PLAT SUBMISSION**

**Applicant** meets with the PB and provides the following information:

- 2 copies of the application for approval of a preliminary plat.
- Any request to waive specific requirements of the regulations
- Four (4) copies of preliminary plat submitted at least 10 days prior to PB meeting
- Processing Fee of \$10 plus \$1.00 per lot for each lot in the improved subdivision.
- Four (4) copies of EAF with statement of potential impacts

In addition, the preliminary plat shall include the:

- Location of all land or parcels proposed for dedication as public use with a description of the conditions.
- Location of existing buildings, rock out-croppings, and single trees with circumference of > 24" measured at chest height.
- Location of existing sewers, water mains, storm drains, culverts and drains on the tract with pipe sizes, grades and direction flow.
- Location and size of all proposed waterlines, valves, fire hydrants, fire ponds, storm drains and sewer lines with profiles, capacity and storage or treatment facilities.

- Topographic contours at vertical intervals not more than 5 feet, approximate grading plan if natural contours are to be changed more than two (2) feet.
- Width, location of any streets, public ways or places within or adjoining the subdivision; width, location, grades and profiles of all streets or public ways proposed with the subdivision.
- Plans and cross sections of all streets, sidewalks, curbs, water mains, sanitary sewers, storm drains, manholes, basins and underground facilities necessary to demonstrate compliance with design standards of these and other regulatory standards.
- Preliminary design of any bridges or culverts proposed.
- Lands within 100 year flood limit according to federal flood hazard maps.
- Results of soil bearing and percolation test where septic systems are proposed.

**Planning Board Planning Board** reviews the preliminary plat for the Major Subdivision at its next scheduled meeting. Particular attention will be given to the arrangement, location and width of streets, their relationship to the topography of the land, water supply, sewage disposal, drainage, lot sizes and arrangement, the future development of adjoining lands and the requirements of the Master Plan, Official Map and zoning regulations if such exist. By law, has forty-five (45) days from the date the plat was filed to hold a public hearing. The public hearing must be advertised at least once in a newspaper of general circulation in the town at least five (5) days before being held.

- Render a Determination of Significance of project according to SEQRA, whether a *Negative or Positive Declaration* before taking action on the application. If a *Negative Declaration* is issued, then the PB may proceed to render a final decision on the proposal.

or

If a *Positive Declaration* is issued, the PB will precede to request the applicant prepare a *Draft Environmental Assessment Statement*, and continue with the SEQRA process before rendering a final approval.

- PB determines if proposal is subject to 239 reviews by the County and will submit when necessary before any final decision is made.
- PB holds or schedules a public hearing.

### **STEP III: ACTION BY PB ON MAJOR SUBDIVISION PRELIMINARY PLAT APPLICATION**

**Planning Board:** The PB shall take action to approve, with or without modifications, or disapprove the preliminary plat stating any grounds for disapproval within 45 days of the public hearing or extended time frame as mutually agreed between the subdivider and the PB.

- The PB shall direct the chairman to notify the applicant, in writing, of the specific reasons for disapproval in the event the preliminary plat was disapproved or;
- The PB shall state the conditions of approval if any with respect to:
  1. Specific changes which will be required in the final plat
  2. Character and extent of the required improvements for which waivers may have been requested and which in the PB's opinion may be waived.
  3. The amount of the improvement or all bonds which will be required as a prerequisite to the approval of the final plat.
- PB shall note action and any conditions of approval identifying:
  1. Specific changes which will be required in the final plat
  2. The character and extent of the required improvements for which waivers may have been requested and the PB justifies as not posing jeopardy to the public health, safety and welfare of the general public.
  3. The amount of improvement or bonds required.
- The actions shall be attached thereto, or noted on the certified copies of the preliminary subdivision plat. One copy shall be returned to the applicant and one retained by the PB within 5 days of the approval.

#### **STEP IV: SUBMISSION OF THE FINAL PLAT – MAJOR SUBDIVISION**

**Applicant:** The applicant has six (6) months after approval of the preliminary Major subdivision to submit the application for final approval. If the final plat is not submitted within the 6 months after preliminary approval, the PB may refuse to approve the final plat and require resubmission of the preliminary plat. The following conditions shall be met when submitting the final plat submission:

- Material shall be submitted at least ten (10) days prior to the PB's regular monthly meeting and should be present at the meeting.
- Four (4) copies of the final subdivision plat
- All construction drawings and required fees
- The original and two (2) copies of all offers of cession, covenants and agreements
- Processing fee of \$100 (one-hundred dollars).

In addition to items requested in Step II Preliminary application submittal for Major subdivisions, the final plat submittal shall include the following:

- Data of quality and quantity of water availability for on-site water supply systems are proposed.
- Performance bond when necessary for improvements not completed prior to approval.
- Sufficient data, acceptable to the town highway superintendent to determine the location bearing and length of every street line, lot line, boundary line. Where applicable, reference to monuments included in the NYS system of plane coordinates.
- The length and bearing of all straight lines, radii, length of curves and central angles of all curves, tangent bearings for each street and dimensions and angles of the lines of each lot.
- All public open spaces and copies of agreements or other documents showing the manner in which such areas shall be maintained and provisions made therefore.
- Construction drawings, plans, profiles and cross sections of streets, sidewalks, curbs, water supply and sewage disposal system, storm drains, manholes, catch basins and other facilities.
- Offers of cession and covenants governing the maintenance of unceded open space bearing certificate of the town attorney as their legal sufficiency.
- Copies of any covenants or deed restrictions applied to any lots
- Certificates required by these regulations to verify compliance with applicable state and local laws.

**Planning Board:** The PB may waive holding a public hearing on the final plat if the final plat is substantially in agreement with the preliminary plat. If the public hearing is waived the PB shall act within forty-five days from submittal of the final plat. If the public hearing is not waived, the hearing shall be held within 45 days of the date of receipt of the final plat. No action shall take place for applications submitted to the County for GML 239 review until a notice of action is received from the County. The PB will:

- PB review the final plat
- PB acts on final plat after public hearing and with 45 days of public hearing or within 45 days of the date of receipt of the final plat.
- PB, if approves, directs the chairman to sign the final plat subject to:
  1. All the requirements for a final subdivision plat have been met;
  2. All corrections and modifications have been made or a sufficient guarantee has been accepted by the PB and met before the plat is signed.
  3. Performance bonds have been obtained and approved by the Town Attorney
  4. The town attorney has provided a statement as to the legal sufficiency of all offers of cession or covenants governing the maintenance of unceded public open space.

#### **STEP V: FILING OF THE FINAL PLAT MAJOR SUBDIVISION**

**Filing of Major Subdivision Final Plat:** The approval of a Major final subdivision plat by the PB, either by a direct statement of approval or by approval due to failure to respond within the specified time, shall expire within sixty (60) days if the subdivider fails to record the approved plat with the Otsego County clerk. No building permit may be issued prior to the time that such filing is made.