

Major Subdivision Preliminary Plat and Final Plat Instructions

Attach the following if items were **not submitted** with the Pre-Application

1. Fill out and return **ten (10) copies** of this application with all appropriate materials to the Town of Horicon Planning and Zoning Office.

A) Deadline for applications is a **minimum of 15 days prior** to any regularly scheduled meeting. Planning Board meetings are held on the third Wednesday of each month at 7:00 PM. (Subject to change without notice). *Applicants are strongly advised to attend all meetings in which their application will be discussed.*

2. Attach **ten (10) copies** of the survey map showing items listed below including zone lines.

3. Include a contour map.

4. If application is represented by someone other than the owner of record, the **AUTHORITY TO ACT AS AGENT FOR PROPERTY OWNER** must be completed, notarized and attached to this application. **(1 copy)**.

5. Attach deed as proof of ownership. **(10 copies)**

6. Complete the Environmental Assessment Form. **(10 copies)**

7. Include Perk Test results, if applicable. **(10 copies)**

8. Attach appropriate fee, see schedule below.

Subdivision: Total number of parcels or lots in subdivision (including parent parcel).

Pre-Application for Minor or Major Subdivision .. no fee (*not common to submit a pre-app to board, see instructions*)

Minor Final Plat : 2 - 4 Lots: 2 lots = \$100.00 3 lots = \$150.00 4 lots = \$200.00

Major Final Plat: 5 - 20 Lots.....\$250.00 initial fee + \$25.00 Per Subdivision Lot being proposed

5 lots = \$375.00 6 lots = \$400.00 7 lots = \$425.00 8 lots = \$450.00 9 lots = \$475.00

10 lots = \$500.00 11 lots = \$525.00 12 lots = \$550.00 13 lots = \$575.00 14 lots = \$600.00

15 lots = \$625.00 16 lots = \$650.00 17 lots = \$675.00 18 lots = \$700.00 19 lots = \$725.00

20 + Lots.....\$500.00 initial fee + \$25.00 Per Subdivision Lot being proposed.

Town of Horicon

Planning Board

Application # _____

PO Box 90

Brant Lake, NY 12815

(518) 494-4245

Fax (518) 494-5240

Class A OR Class B

E-Mail: zoningplanning@horiconny.gov

Website: horiconny.gov

MAJOR SUBDIVISION PRELIMINARY PLAT APPLICATION FINAL PLAT APPLICATION

Property Owner's Name:

Mailing Address:

Phone Number(s):

Contractor's/Agent/Representative's Name (if Applicable):

Address:

Phone Number(s):

Project Name: _____

Tax Map Number: _____ Parcel Size (acreage or sq. ft.): _____

Location of Property (911 address):

Zone Classification & Acres: _____ If parcel is in multiple zones, indicate all zones.

CR-20,000 sq. ft, CR-3.2 acres,
R1-20,000 sq. ft, R1-1.3 acres, R1-2 acres, R1-3.2 acres, R1-10 acres,
R1A-3.2. acres, R1A-5 acres,
R2-2 acres, R2-3.2 acres, R2-5 acres, R2-10 acres,
LC-10 acres, LC-42.6 acres,
RRD-3.2 acres, RRD-5 acres, RRD-10 acres.

APA Zone Classification:

(Hamlet, Moderate Intensity Use, Low Intensity Use, Rural Use, Resource Management, Industrial Use)

Describe Project: _____

Current use of property: (what is present on this parcel today) list **all** structures:

Description of how to find Property:

Will any future development occur on any or all parcels? _____

Adirondack Park Agency (APA) questions:

1) Are there wetlands on the property? **YES** **NO** **UNKNOWN**

IF YES, _____Acres/Sq. Ft.

IF UNKNOWN, have you contacted the APA to inquire if wetlands exist on parcel or requested a site review to flag possible wetlands? **YES** **NO**

2) Is an Adirondack Park Agency (APA) permit required? **YES** **NO** **UNKNOWN**

IF YES, Have you applied for an APA permit? **YES** **NO**
 please attach correspondence you have had with the APA.

Are additional documents presented as part of this application? **YES** **NO**

* if yes, then mark all additional documents as Exhibit A, Exhibit B, etc.

Notice is hereby given that in the event the Town of Horicon determines that technical assistance is needed to review the project, the reasonable and necessary expenses associated with such review shall be borne by the applicant/developer.

I, We hereby authorize the Town of Horicon, it's employees and authorized agents access to the property for purpose of inspection.

Applicant's Signature

Date

Applicant's Signature

Date

AUTHORITY TO ACT AS AGENT FOR PROPERTY OWNER

I, _____, the owner of record of the property described in this application hereby empower, _____ to act as my agent and representative in conducting presentations to the necessary board(s) and in deliberations with the board(s) pertaining to my application.

As my agent, he/she is empowered to act on my behalf in full. In so doing I, the owner applicant, understand that I am bound by any conditions imposed on my project and agreed to by my agent or by conditions or restrictions imposed by my agent as part of the presentation.

Signature of Owner/Applicant

Signature of Agent/Representative

Date

Date

Notary

Notary

Date

Date

Preliminary Application Requirements:

**Listed below are requirements for key map and main drawing to subdivision plat.
See Town of Horicon Subdivision Regulations Section 6.21.**

1. Key Map:

- a) Scale 1" = 800'
- b) Show the following information for the proposed subdivision and areas extending two hundred (200) feet beyond the subdivision.
 - 1) Relationship of the proposed subdivision to the primary and secondary highway system and main intersections.
 - 2) Boundary Lines: zoning districts, if applicable, special districts and municipal areas.
 - 3) "Match Lines" as needed when there are two or more drawings to show the complete subdivision.
 - 4) Boundary Data: The proposed subdivision area shall be shaded or significantly outlined.
 - 5) Boundaries of adjacent properties and property owner's names: (Adjacent properties which are a part of a recorded subdivision plat may be identified by the subdivision name.).

2. Preparation:

The Preliminary plat shall be prepared by a licensed professional engineer or licensed land surveyor and shall provide all information required. All drainage and utility design shall be prepared by a licensed engineer.

3. Standard for Drawing Sheet:

- a) Scale not less than 1" = 100'
- b) Drawing size shall be no smaller than 20" x 20".
- c) If more than one (1) sheet is warranted, a "Match Line" shall be clearly drawn on both sides.

4. Title Block:

- a) Name of Subdivision
- b) Address of Subdivision (Name of Road)
- c) Name and Address of Sub-divider
- d) Names and Address of Owner
- e) Name, Address and License Number of Professional Engineer/Land Surveyor who prepared the Drawing.
- f) Date of Original Submission and Dates for each subsequent submission
- g) True or magnetic North - Date Taken

5. Topographic Contours:

- a) Not greater than twenty (20) foot intervals in the USGS taken at mean sea level or equivalent information developed by a licensed engineer or land surveyor.
- b) Contours shall extend two hundred (200) feet beyond the subdivision boundary.

6. Existing Site Conditions:

- a) Streets right-of-way:
 - 1) Name
 - 2) Location - Width
 - 3) Centerline elevations at intersections: centerline elevations at other critical points.
- b) Other rights-of-way and easements
 - 1) Identification
 - 2) Location - Width
 - 3) Restrictions of use, if any
- c) Drainage structures
 - 1) Type of structure
 - 2) Location, Invert gradients, Size of all structures, where applicable
- d) Other utility structures such as water, sewer, gas mains and power lines.
 - 1) Type of Structure
 - 2) Locations, size, invert elevations and gradients of all structures, where applicable.

- e) Hydrology
 - 1) Marshes, ponds, streams, rivers or similar conditions
 - 2) Location area covered indicating apparent high water level - Area covered by apparent high water level.
- f) Location of other natural features: i.e. wooded areas, rock out-crop or isolated preservable trees one (1) foot or more in diameter.
- g) Test Hole Data, if required.
 - 1) Data and Location
 - 2) Findings from all test holes (graphic representation).
 - 3) The number and location of test holes shall be acceptable to the Planning Board.
- h) Designation of municipal or other public lands within proposed subdivision as: Parks, Open Spaces or other Public or Community Use. (Please explain).
- i) Building and/or other structures to remain: Building, type, location, other structures, type location.

7. Proposed Site Conditions: (must conform to the Town Zoning Ordinance).

- a) Streets
 - 1) Names (Checked before submitted to avoid duplication)
 - 2) Rights-of-way (minimum fifty (50) feet - Pavement width (minimum twenty-four (24) feet).
 - 3) Tentative Centerline elevations at principal changes in grades
 - 4) Tentative centerline gradient shown in percent of slope or preliminary profiles.
- b) Lot Layout
 - 1) Dimensions of lots (nearest 1/100 ft.)
 - 2) Easements - Purpose of:
Restricted Area(s) - Purpose of
 - 3) Special Use Lots or Parcels - Identification dedication
 - 4) Street access to adjoining properties - Location
 - 5) Lot Drainage - Type and Location
 - 6) Number of Blocks and Lots

8. Storm water Drainage Plans:

- a) Drainage Structures - Location and Type
- b) Location of Storm Sewers/Sub-surface drains

9. Utilities Plans: Attach a copy of each of the following systems with specified information:

- a) Proposed sewer plan showing structures, direction of flow and connection with existing system.
- b) Proposed water supply plan showing connection with existing system, showing mains, valves and hydrants.
- c) For individual sanitary systems, show a typical lot layout indicating location of systems dimensioned with reference to house and water supply and a drawing of proposed sanitary waste disposal system.

10. Open Space: May be shown separately on main drawing sheet

- a) Location of open space areas
- b) Facilities to be provided in open space areas (see Section 7.20)

11. Protective Covenants: Attach a draft of any protective covenants whereby the sub-divider proposed to regulate land use in the subdivision and otherwise protect the proposed development.

12. Municipal Services (May be required for Class A or Class B Regional Subdivisions). If the proposed subdivision is a regional subdivision, the sub-divider may also be required to submit an analysis with supporting data of the ability of the public to provide services and facilities which can reasonably be anticipated to be required following the approval of the project, an analysis with supporting data of any benefits that might derive from the project, any plans the applicant may have for future development related to this project and information describing the applicant, his or its financial capacity to complete the project as planned and any professional advisors or consultants engaged in respect to the project.

13. Attach evidence of New York State Department of Environmental Conservation permit for sewage discharge, approval of community sewage system and/or approval of new or extended community water supply.

14. Attach evidence of New York State Department of Health's approval of subdivision water supply and/or septic design.

FINAL PLAT APPLICATION REQUIREMENTS:

Listed below are requirements for the Final Plat and shall follow those of the Preliminary Layout. See Town of Horicon Subdivision Regulations Section 6.21, 1 - 12 with the following changes.

1. Key Map
2. Preparation
3. Standard for Drawing Sheet
4. Title Block
5. Topographic Contours - **Deleted**
6. Existing site conditions
7. Proposed Site Conditions
8. Storm Water Drainage Plan
9. Utilities Plans
10. Open Space
11. Protective Covenants
12. Municipal Services

Additions:

a. Survey Data

- (1) Accurate traverse of subdivision boundaries with true bearings and distances.
- (2) Municipal, Town, County and special district boundaries referenced to the subdivision survey by true angles and distances.
- (3) Radii, internal angles, points of curvature, tangent distances and lengths of all curves.

b. Monuments

- (1) Accurate location of all monuments (See Appendix C)
- (2) Proposed new monuments or monuments to be reset shall be shown.
- (3) One (1) monument shall be located at each corner and at each general change in direction of the boundary.
- (4) Two (2) monuments shall be located at each street intersection.
- (5) Monuments shall be located at the beginning and end of each curve along one side of the street right-of-way.

c. Public Improvement and Utilities Plan, Details and Profile - This plan and profile are declared to be an integral part of the Final Plat Submission and shall be reviewed and approved by the Town Engineer. The performance bond and inspection shall be based on the Public Improvement and Utilities Plan and Profiles (Section 6.21 (9)), the Final Plat and the municipal specifications for such public improvements and utilities. Health Department approval block with approval stamp by the Health Department shall be made on the document.

(1). Basic Plan Requirements

- a. Sheet size shall be 20" x 20" or 20" x 40". A larger area necessitates the use of two or more sheets to show the entire subdivision.
- b. Title Block: Name of Subdivision Scale and Date
- c. The plan shall show the outline of all rights-of-way, easement and similar conditions.
- d. Critical street center line grade elevations.

(2) Drainage System Requirements

- a. Complete drainage system for the entire subdivision, with the appropriate development stages for each of the Final Plat sections shall be shown graphically with all existing drainage features which are to be incorporated, properly identified as existing.

- b. The boundaries and area in acres of storm water run-off watersheds shall be shown for each drainage structure.
- c. All proposed drainage structures (i.e. valley gutters) shall be shown.
- d. Identify all drainage structures by County and Town, specify type numbers (if available).
- e. Location of required test pits, borings and the description of soil conditions and water table.
- f. Notations and calculations concerning the ability of receiving waters or drains to accept the additional anticipated flows.

(3) Utility Systems Requirements

a. Water Supply distribution:

Ownership of water supply

Location and type of source of supply on property where piped in, size of main supply

Details of water supply facility if other than municipal.

Location and size of all distribution mains.

Location of fire hydrants and hydrant valves.

Location of all control valves.

b. Sanitary Sewers:

Location and type of treatment facilities or where discharged to town sewer and size of receiving sewer.

Details of treatment facility if other than municipal

All sanitary manholes.

Locations, size and direction of flow for all sewers.

Location of structures and any mechanical equipment.

Detail sheets, manufacturers' specifications, installation instructions and parts list for all mechanical equipment.

(4) Profile Drawing Requirements

a. Drawings shall be made on standard profile paper with the following scales:

Horizontal scale of 1" = 50' Vertical scale of 1" = 10'

All profiles shall show the existing and proposed natural grade, the center lines of existing and proposed roads and the system of survey stations.

The center line profile and vertical curve data as to gradient and critical elevations.

The invert profile and location of all drainage structures in street right-of-way and in drainage easements, top of structure elevations.

The invert profile and location of all manholes for sanitary sewers in street right-of-way and in sanitary sewer easements, top of structure and invert elevations.

d. Performance Bond - See Section 9

e. Offers a Cession and Protective Covenants

(1) Offers of cession be dedicating streets, rights-of-way and any sites for public uses and agreements covering the improvements and maintenance of un-ceded public places and the conditions and time limits, if any, applying to site reservations.

(2) Statement by the Town Attorney approving as to legal sufficiency of all offers of cession and all covenants governing the maintenance of un-ceded public open space.

(3) Protective covenants in form for recording, including covenants governing the maintenance of un-ceded public spaces or reservations.

f. Such other certificates, affidavits, endorsements or agreements as may be required by the Planning Board in enforcing these regulations.