

Town of Horicon Planning Board

Minor Subdivision Final Plat Instructions

Minor Subdivision is defined as the Division of a single parcel into at least two (2) but not more than four (4) lots in such a way that it does not require the construction of a new street or public utility or the expansion or extension of an existing street or public utility for the parcels to be developed.

1. Fill out and return **ten (10) copies** of this application with 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. ***Requirements for key map and drawing per Section 5.22 are attached.***

3. Include a contour map.

4. Attach one (1) copy of your deed as proof of ownership.

5. 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)

6. Enclose a check for appropriate fee made payable to the Town of Horicon.

7. Complete the Short Environmental Assessment Form, front page only. (1 copy)

8. Include Perk Test results, if applicable.

Applicants Checklist:

Application _____
Survey Map _____
Deed _____
Authorization _____
Payment _____
Environmental Assessment Form _____
Additional Documents _____

Town of Horicon

Planning Board

Application # _____ -SD

PO Box 90

Brant Lake, NY 12815

(518) 494-4245 Fax (518) 494-5240

E-Mail: zoningplanning@horiconny.gov

Class A OR Class B

Website: horiconny.gov

MINOR SUBDIVISION FINAL PLAT APPLICATION (2 - 4 lots)

Property Owner's Name: _____

Mailing Address: _____

Phone Number(s) Home: _____ Work _____ Cell _____ Fax _____

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

Address: _____

Phone Number(s) Home: _____ Work: _____ Cell: _____ Fax: _____

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)

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

Proposed use: (what are you proposing to accomplish with this application): _____

Description of how to find Property: _____

What future development will occur on any or all parcels, if any: _____

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 project applicant/developer.

I certify that the information submitted herein is complete and correct.

I understand that upon approval of this application I must file the approved subdivision plat in the office of the Warren County Clerk within 60 days. Until such filing a Land Use and Development Permit may not be granted.

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

REQUIREMENTS FOR KEY MAP AND DRAWING:

Listed below are requirements for key map and main drawing to subdivision plat. See Town of Horicon Subdivision Regulations Section 5.22 Final Plat Submission Requirements.

1. Key Map

- a) Scale 1" = 800'
- b) Information required 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, 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 or adjacent properties and property owners names: (Adjacent properties which are a part of a recorded subdivision plat may be identified by the subdivision name).

2. Preparation of Final Plat: (Preliminary application) The Final plat shall be prepared by a licensed professional engineer or licensed land surveyor and shall provide all information required

3. Standard for Drawing Sheet (Preliminary application)

- a. Scale not less than 1" = 100'
- b. Drawing size shall be 20" x 20" or 20" x 40"; Any proposal requiring a larger space be proposed on two or more sheets.
- c. If the case should warrant more than one sheet, a clearly drawn "Match Line" shall be place on both sheets.

4. Title Block (Preliminary application)

- a. Name of Subdivision
- b. Post office address of subdivision
- c. Name and address of subdivider
- d. Name and address of owner.
- e. Name, address, licence number and seal of the professional engineer or land surveyor who prepared the drawing.
- f. Date of original submission and for each subsequent submission.
- g. True or magnetic north and date taken.

5. Existing site conditions (Preliminary application)

- a. Street right-of-way
 - (1) Name
 - (2) Location and width
- b. Other rights-of-ways and easements
 - (1) Identification
 - (2) Location and width
 - (3) Restrictions of use, if any
- c. Drainage structures
 - (1) Type of Structure
 - (2) Location, invert elevations, gradients and sizes of all structures where applicable.
- d. Other Utility structures such as waster, sewer, gas mains and power lines (if not on or adjacent to site, indicate

direction and approximate distance and size of nearest ones showing invert elevations of sewers or culverts).

e. Marshes, ponds, rivers, streams or similar conditions.....

Location and area covered indicating high water level.

f. Test hole data, if required

(1) Date of testing and location of test holes on site.

(2) Graphic representation of finds for all test holes.

g. Municipal or other public lands, land designated as parts, open spaces or for some public or community use.

h. Buildings and other structures on the subdivision which are to remain.

6. Proposed Site Conditions (Preliminary application) Must conform to Zoning Ordinance

a. Streets

(1) Any right-of-way for future access to other lands through the subdivided property.

b. Lot Layout

(1) Dimensions and area of lots to nearest 1/100 foot.

(2) Easements and restricted areas with notation as to purpose.

(3) Identification of lots or parcels for special use, whether they are to be offered for dedication or not

c. Utilities

(1) Location of proposed on-site water system or connection to existing system.

(2) Location of proposed on-site sanitary disposal system showing treatment area, connection points and line size or connection to existing system

(3) Location and size of storm water improvements to be constructed (if any).

(4) Evidence that the proposed methods for water supply and sanitary sewage disposal have been reviewed and approved by New York State Health Department and the New York State Department of Environmental Conservation (ENCON), as required.

7. Additional Information:

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 bearings and distances.

b. Letters in appropriate cases to the Chairperson of the Planning Board, signed by a responsible official of the State Department of Transportation (DOT) or County Public Works Department, approving proposed construction on State or County rights-of-way and indicating that the necessary permits have been issued by their office or submit a copy of permit.

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

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