

**TOWN OF WILLSBORO, NY**

**MAJOR SUBDIVISION APPLICATION**

(five or more lots, or any subdivision with news roads) Fee: \$75.00 + \$10.00/lot

Property Tax Map #: \_\_\_\_\_ Application #: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Project Site: \_\_\_\_\_ Zoning District(s): \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*For the purpose of providing for the future growth and development of the Town and affording adequate facilities for the housing, transportation, distribution, comfort, convenience, safety, health and welfare of its population the Town of Willsboro Planning Board is authorized to approve subdivisions in our community. The Planning Board follows the procedures for subdivision review as presented in the Consolidated Laws of New York, Town Law §276-279.*

**Planning Board meetings are held on the 4<sup>th</sup> Tuesday of each month  
at 7:00pm at the Town Hall, 1 Farrell Road, Willsboro, NY 12996 - (518) 963-7411.**

The Planning Board in order to insure that the land may be safely used for building purposes without danger to health or peril of fire, flood, drainage or other menace to neighboring properties shall also require:

- \_\_\_ Streets/roads of sufficient width and suitable grade, located to accommodate prospective traffic, and to facilitate fire protection
- \_\_\_ Suitable monuments to be placed at block corners and other necessary points
- \_\_\_ Other public spaces shown on such plats be suitably graded and paved
- \_\_\_ Street signs, sidewalks, street lighting, curbs, gutters, street trees, water mains, fire protection, sewerage treatment, and storm water management be installed in accordance with standards, specifications and procedures acceptable to the appropriate town departments
- \_\_\_ Reservation of parkland on residential subdivisions or money in lieu (as established by the Town Board)

As an alternative to the installation of infrastructure and improvements, as above provided, prior to planning board approval, a performance bond or other security sufficient to cover the full cost of the same (as estimated by the planning board or a town department) shall be furnished to the town by the owner (see Town Law §277).

The Planning Board may waive any requirements, when reasonable, of subdivisions submitted for its approval. Any such waiver, which shall be subject to appropriate conditions, may be exercised in the event any such requirements or improvements are found not to be requisite in the interest of the public safety and general welfare, or inappropriate because of inadequacy or lack of connecting facilities adjacent or in proximity to the subdivision.

**For Office Use:**

Received by Planning Board: \_\_\_\_\_ Signature: \_\_\_\_\_

Regional Project Classification: Class A Regional Project \_\_\_\_\_ (Adirondack Park Agency Jurisdiction)  
Class B Regional Project \_\_\_\_\_ (Town of Willsboro Jurisdiction)

Comments: \_\_\_\_\_

Date of Public Hearing: \_\_\_\_\_

Final Action: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Step I. Sketch Plan** – The major subdivision approval process shall begin with the review of a sketch plan (tax map section). At this first meeting, the Planning Board will study the practicability of the subdivision, taking into consideration the requirements of the community and the best use of the land being subdivided. Particular attention shall be given to the arrangement, location, and width of streets, their relation to the topography of the land, water supply, sewage disposal, drainage, lot sizes and arrangements, the location of existing trees and other natural features, the presence of historic buildings and sites, the future development of adjoining lands as yet un-subdivided, and the requirements of the Town’s Comprehensive Plan, Zoning Ordinance, and Subdivision Regulations. The sketch plan should include:

- \_\_\_ The entire plot of land to be subdivided
- \_\_\_ The tax map number
- \_\_\_ The zoning district(s)
- \_\_\_ The approximate sizes of the proposed lots
- \_\_\_ The locations of any proposed or existing roads, utilities, and easements, covenants or restrictions.
- \_\_\_ Please include a copy of the deed of the property, as well.

At this time, the Planning Board will also determine if the applicant must receive any permits and approvals from other collaborating agencies:

- \_\_\_ The Adirondack Park Agency (i.e.: wetlands, Class A Regional Projects, River Corridor Project)
- \_\_\_ NYS Dept. of Environmental Conservation (i.e.: SEQR Compliance, Stormwater Management)
- \_\_\_ NYS Dept. of Health (i.e.: Public Water Supply, Sanitary Facilities, Subdivision Fees)
- \_\_\_ NYS Office of Parks, Recreation and Historic Preservation – Project Review
- \_\_\_ The Essex County Planning Board – Project Review (General Municipal Law §239-n)
- \_\_\_ the appropriate highway department (Town of Willsboro, Essex Co., or NYS DOT)
- \_\_\_ other: \_\_\_\_\_

**Step II. Preliminary Plat** – The preliminary plat (map) of a major subdivision shall contain the following information:

- \_\_\_ Name, signature, NYS license number and address of land surveyor
- \_\_\_ Title Block, name of subdivision, type of action, legal description, and general location
- \_\_\_ Preliminary plat clearly indicated
- \_\_\_ Key Map, reference to surrounding property, streets, municipal limits, and other features within a ¼ mile of the project
- \_\_\_ Present zoning districts
- \_\_\_ North arrow, date and graphic scale
- \_\_\_ Signature Block for Planning Board
- \_\_\_ Acreage of tract
- \_\_\_ Date of original subdivision and all revisions
- \_\_\_ Topography at 10 foot contours
- \_\_\_ All proposed lots sequentially numbered showing their lines, dimensions, areas in square feet, and setback requirements
- \_\_\_ All locations, dimensions and names of proposed & existing streets/roads
- \_\_\_ All locations, dimensions of proposed and existing structures, sewerage treatment systems, water mains, culverts and drains with pipe sizes, grades and directions of flow
- \_\_\_ All locations of watercourses, floodplains, wetlands, wooded areas & major trees, or other environmentally sensitive features within 200 feet
- \_\_\_ Existing and proposed easements, right-of-ways, covenants, restrictions or land reserved for/or dedicated to public use
- \_\_\_ Phasing plan

Five copies of the preliminary plat shall be submitted to the planning Board for review. Supporting documents to the preliminary plat shall include the NYS DEC State Environmental Quality Review (SEQR) Full Environmental Assessment Form (EAF, long form). Part I shall be filled out by the applicant. A

preliminary plat shall not be considered complete until a negative declaration has been filed or until a notice of the completion of the draft environmental impact statement has been filed in accordance with the SEQR.

The Planning Board will then hold a public hearing for the presentation of the preliminary plat within sixty-two days. The public hearing shall be closed upon motion of the Board within one hundred twenty days after it was opened. A decision to approve (with or without modification) or disapprove such preliminary plat shall be made within another sixty-two days. The grounds for a modification if any, or the grounds for disapproval shall be stated upon the records of the Board. When approving a preliminary plat, the Board shall state in writing any modifications for submission of the final plat. After the preliminary plat is filed with the townclerk (within five days of the decision) the applicant has six-months to submit the plat in the final form.

**III. The Final Plat** – The final plat of a major subdivision shall include the same information as required for the preliminary plat with the following additional details and/or refinements:

- \_\_\_ For tract, parcel boundaries and streets show all straight line bearings and distances; length and radii of all curves, by actual field survey (all dimensions to be shown in feet and decimals thereof)
- \_\_\_ The date of the survey
- \_\_\_ Location of monuments (approved by the Planning Board) set at all corners, angle points and points of curve for all tracts and parcel boundaries, streets and other such points as may be required by the Board
- \_\_\_ Location of permanently lodged corner markers of at least 3/4” diameter and 24” in length, located in the ground to existing grade
- \_\_\_ Topographic contours at intervals of 5 feet or less if required by the Board, including elevations on existing roads and final grading plan if natural contours are to be changed by more than two feet
- \_\_\_ Location of single trees with a diameter of 24 inches or more at breast height
- \_\_\_ Final design of any proposed bridges, culverts and/or storm water management systems
- \_\_\_ Offers of cession and deeds for any recreational or open space areas to be dedicated to the town and of such areas title to which is to be retained by the subdivider, copies of agreements or other documents showing the manner in which such areas are to be maintained and the provisions made thereof (such offers, deeds, agreements or other documents shall bear the approval of the town attorney as to their legality)

When a final plat is in substantial agreement with the approved preliminary plat, the planning board shall by resolution conditionally approve with or without modification, disapprove, or grant final approval and authorize the signing of such plat within sixty-two days of its receipt by the clerk of the planning board. If a final plat is not in substantial agreement with the approved preliminary plat then Town Law §276(6) shall apply. The developer shall file the final plat with the County Clerk in Elizabethtown, NY within sixty-two days from the date of the final approval or such approval shall expire.

Comments/Notes/Conditions: _____ _____ _____ _____ _____ _____ _____
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## **SUBDIVISION REVIEW CHECKLIST**

Included below are the natural and public resource aspects to be considered for all subdivisions. (The Town of Willsboro Subdivision Regulations contain more specific objectives, guidelines and standards for each aspect.)

Soils: \_\_\_\_\_

Topography: \_\_\_\_\_

Surface Waters: \_\_\_\_\_

- a. water quality
- b. surface drainage
- c. flood plains

Ground Water: \_\_\_\_\_

Shorelines: \_\_\_\_\_

Mineral Resources: \_\_\_\_\_

Air Quality: \_\_\_\_\_

Noise Levels: \_\_\_\_\_

Wetlands: \_\_\_\_\_

Aquatic Communities: \_\_\_\_\_

Terrestrial Vegetation: \_\_\_\_\_

- a. general
- b. rare & endangered species
- c. production commercial forest land

Terrestrial Wildlife: \_\_\_\_\_

- a. general
- b. rare & endangered species

Aesthetics: \_\_\_\_\_

- a. general
- b. scenic vistas
- c. travel corridors

Open Space: \_\_\_\_\_

Adjoining and Nearby Land Use: \_\_\_\_\_

Wild, Scenic and Recreational Rivers: \_\_\_\_\_

Historic Sites: \_\_\_\_\_

Special Interest Areas: \_\_\_\_\_

Government Considerations: \_\_\_\_\_

Public Utilities and Community Resources: \_\_\_\_\_

Other: \_\_\_\_\_