

**Town of Alexandria
46372 County Route 1
Alexandria Bay, NY 13607**

Application for Subdivision

Town Use Only

Official submission date: _____

File #: _____

Application fee: _____

Date Paid: _____

PB Meeting Dates: **Major**

Minor

_____ Sketch Plan Conference

_____ Optional Sketch Plan Conference

_____ Prelim Plat Submission

_____ Final Plat Submission

_____ Public Hearing

_____ Public Hearing

_____ Prelim Plat Decision

_____ Final Plat Decision

_____ Final Plat Submission

_____ Optional Public Hearing

_____ Final Plat Decision

APPLICANT/OWNER INFORMATION

Applicant: _____

Owner: (if different): _____

Address: _____

Address: _____

Phone Number: _____

Phone Number: _____

PROPERTY INFORMATION

Subdivision Name: _____

Location of Property: _____

Parcel Number: _____ Property acreage: _____

Zoning District: _____ Proposed number of lots: _____

Current use of land: _____ Current use of surrounding lands: _____

Do all proposed lots meet the minimum lot frontage and lot sizes required in the Town of Alexandria Zoning Ordinance? _____ Yes _____ No

If no, list each lot that will require an area variance by lot number:

Are there any State or Federal reviews or permits needed? _____ Yes _____ No

If yes, please list: _____

Are there any easements or other restrictions on the property? _____ Yes _____ No

Will development be staged? _____ Yes _____ No

What is the anticipated construction schedule? _____

Proposed building types: _____

Type of sewer facility to be used: _____

Water source: _____

SIGNATURE AND VERIFICATION

Please be advised that no application can be deemed complete unless signed below

I hereby certify that the information enclosed herewith and on the application is accurate and factual:

Signature of Applicant: _____ Date: _____

I the record owner do hereby authorize _____ to represent me before the Town of Alexandria Planning Board during the Subdivision Approval Process:

Signature of Owner: _____ Date: _____

Checklist for All Plat Submissions

Section 1-15: All plat submissions must submit the following required information:

____ Names and addresses of the owners, subdividers and professional advisors, including license numbers and seals

____ Map of property drawn to scale, at a scale of 1 inch to 20 feet, or 1 inch to 50 feet, or such other scale as approved by the Planning Board, and including the following:

____ Subdivision name, scale, North arrow and date

____ Subdivision boundaries

____ All contiguous properties and names of owners

____ Existing and proposed streets, utilities and structures

____ Water courses, marshes, wooded areas, public facilities and other significant physical features on or near the site

____ Proposed pattern of lots, including lot widths and depths, road layout, open space, drainage, water supply and sewage disposal facilities.

____ Land contours at ten (10) foot intervals, or other suitable indicators of slope, if deemed necessary by the planning board.

____ Copy of applicable tax map(s)

____ Existing restrictions on the use of the land, including easements, covenants and zoning

____ Total acreage of subdivision and number of lots proposed

____ Building types, approximate size and cost

____ A completed short Environmental Assessment Form (EAF)

____ A completed Agricultural Data Statement

____ Such other information as may be reasonably requested by the Planning Board for the complete evaluation of the proposed Subdivision

Checklist for Minor Subdivision Submissions

Section 1-16: All minor subdivision plat submissions must submit the following information:

____ Five (5) copies of the Final Plat to be submitted to the County Clerk, prepared in a form acceptable to the County Clerk

____ All of the information specified under Section 1-15, updated and accurate

____ Sufficient data acceptable to the Planning Board to readily determine the location, bearing and length of every street line, lot line and boundary line, and to reproduce such lines to the ground

____ An actual field survey of the boundary lines of the tract, giving complete description by bearings and distances, made and certified by a licensed surveyor. The Plat shall include the seal of the licensed land surveyor who prepared the Plat, oversigned in red ink. The corners of the tract shall also be marked

by monuments of such size and type as to be in accordance with the accepted standards of the surveying profession, and their locations shown on the plat

____ Documents showing the results of an on-site sewage disposal evaluation conducted by a New York State licensed professional engineer

____ Copy of covenants or deed restrictions that are intended to cover all or part of the tract

____ Additional information as deemed necessary by the Planning Board

____ Required fees

Checklist for Preliminary Plat, Major Subdivision Submissions

Section 1-17: All major subdivision preliminary plat submissions must submit the following information:

____ Five (5) copies of the plat map, drawn to scale. The map scale shall be 1 inch to 20 feet or 1 inch to 50 feet, or such other scale as approved by the Planning Board

____ All information under Section 1-14, updated and accurate

____ Identification of all parcels of land proposed to be dedicated to public use and the conditions of such use

____ Grading, landscaping and erosion plans

____ The width and location of any roads or public ways and the width, location, grades and road profiles of all roads or public ways proposed by the developer

____ The appropriate location and size of all proposed water lines, hydrants and sewer lines, showing connection to existing lines

____ A storm water management plan, indication profiles of lines or ditches and drainage easements on adjoining properties with the direction of flow

____ Plans and cross-sections showing sidewalks, road lighting, roadside trees, curbs, water mains, sanitary sewers and storm drains, the character, width and depth of pavements and sub-base, and the location of any underground cables

____ Preliminary designs for any bridges or culverts

____ The proposed lot lines with dimensions and area of each lot

____ An actual field survey of the boundary lines of the tract, giving complete description by bearings and distances, made and certified by a licensed surveyor. The corners of the tract shall also be marked by monuments of such size and type as to be in accordance with the accepted standards of the surveying profession, and their locations shown on the Plat.

____ A copy of all covenants or deed restrictions intended to cover all or part of the tract

___ A Full Environmental Assessment Form (EAF) or draft Environmental Impact Statement, if required

___ Where the preliminary layout submitted covers only part of the sub-divider's entire holding, a sketch of the proposed future road and drainage system of the unsubdivided part shall be submitted for the study of the Planning Board

___ Additional information as deemed necessary by the Planning Board

___ All required fees

Checklist for Final Plat, Major Subdivision Submissions

Section 1-18: All major subdivision final plat submissions must submit the following information:

___ Five (5) copies of the Final Plat to be submitted to the County Clerk, prepared in a form acceptable to the County Clerk

___ The proposed subdivision name and the name of the town and county in which the subdivision is located; the name and address of the record owner and subdivider; the name, address, license number and seal of the licensed land surveyor oversigned in red ink

___ Road lines, pedestrian ways, lots, easements and areas to be dedicated to public use

___ Sufficient data acceptable to the Planning Board to determine readily the location, bearing length of every road line, lot line, boundary line; such data shall be sufficient to allow for the reproduction of such lines on the ground

___ The length and bearing of all straight lines, radii, length of curves and central angles of all curves; tangent bearings shall be given for each road. All dimensions of the lines of each lot shall also be given. The plat shall show the boundaries of the property, locations, graphic scale and true North arrow

___ All offers of cession and any covenants governing the maintenance of unceded open space shall bear the certificate of approval of the Town Legal Counsel as their legal sufficiency

___ Permanent reference monuments shall be shown and constructed in accordance with the accepted standards of the surveying profession

___ All necessary approvals of the NYS Department of Health, NYS Department of Environmental Conservation, NYS Department of Transportation, Jefferson County Highway Department, and any other involved agency

~~___ An approved Full Environmental Assessment Form or Environmental Impact Statement, if required~~

___ Construction drawings, including plans, profiles, and typical cross sections, as required, showing the proposed locations, size and type of road, sidewalks, road lighting standards, roadside trees, curbs, water mains, sanitary sewers or septic systems, storm drains or ditches, pavements and sub-base and other facilities

___ Evidence of legal ownership of the property

____ Deed restrictions, existing and proposed in form of recording

____ A certificate by the Zoning Officer certifying that the subdivider has complied with one of the following alternatives:

1. All improvements have been installed in accord with the requirements of these regulations and with the action of the Planning Board giving approval of the Preliminary Plat; or
2. A performance bond, irrevocable letter of credit or cashier's check or bank draft has been posted in sufficient amount as determined by the Town Legal Counsel to assure such completion of all required improvements

____ Any other data such as certificates, affidavits, endorsements or other agreements as may be required by the Planning Board in enforcement of these regulations

PROJECT I.D. NUMBER

617.21

SEQR

Appendix C

State Environmental Quality Review

SHORT ENVIRONMENTAL ASSESSMENT FORM

For UNLISTED ACTIONS Only

PART I—PROJECT INFORMATION (To be completed by Applicant or Project sponsor)

1. APPLICANT /SPONSOR	2. PROJECT NAME
3. PROJECT LOCATION: Municipality _____ County _____	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map)	
5. IS PROPOSED ACTION: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY:	
7. AMOUNT OF LAND AFFECTED: Initially _____ acres Ultimately _____ acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, describe briefly	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open space <input type="checkbox"/> Other Describe: _____	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list agency(s) and permit/approvals	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list agency name and permit/approval	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE.	
Applicant/sponsor name: _____	Date: _____
Signature: _____	

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment

OVER

PART II—ENVIRONMENTAL ASSESSMENT (To be completed by Agency)

A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR, PART 617.12? If yes, coordinate the review process and use the FULL EAF.
 Yes No

B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If No, a negative declaration may be superseded by another involved agency.
 Yes No

C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible)

C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic patterns, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:

C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:

C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:

C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:

C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly:

C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly:

C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly:

D. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS?
 Yes No If Yes, explain briefly

PART III—DETERMINATION OF SIGNIFICANCE (To be completed by Agency)

INSTRUCTIONS: For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed.

Check this box if you have identified one or more potentially large or significant adverse impacts which **MAY** occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.

Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action **WILL NOT** result in any significant adverse environmental impacts **AND** provide on attachments as necessary, the reasons supporting this determination:

 Name of Lead Agency

 Print or Type Name of Responsible Officer in Lead Agency

 Title of Responsible Officer

 Signature of Responsible Officer in Lead Agency

 Signature of Preparer (If different from responsible officer)

 Date

617.21
Appendix F
State Environmental Quality Review
NEGATIVE DECLARATION
Notice of Determination of Non-Significance

Project Number _____

Date _____

This notice is issued pursuant to Part 617 of the implementing regulations pertaining to Article 8 (State Environmental Quality Review Act) of the Environmental Conservation Law.

The _____, as lead agency, has determined that the proposed action described below will not have a significant effect on the environment and a Draft Environmental Impact Statement will not be prepared.

Name of Action:

SEQR Status: Type I
Unlisted

Conditioned Negative Declaration: Yes
 No

Description of Action:

Location: (Include street address and the name of the municipality/county. A location map of appropriate scale is also recommended.)

Reasons Supporting This Determination:

(See 617.6(g) for requirements of this determination; see 617.6(h) for Conditioned Negative Declaration)

If Conditioned Negative Declaration, provide on attachment the specific mitigation measures imposed.

For Further Information:

Contact Person:

Address:

Telephone Number:

For Type I Actions and Conditioned Negative Declarations, a Copy of this Notice Sent to:

Commissioner, Department of Environmental Conservation, 50 Wolf Road, Albany, New York 12233-0001

Appropriate Regional Office of the Department of Environmental Conservation

Office of the Chief Executive Officer of the political subdivision in which the action will be principally located.

Applicant (if any)

Other involved agencies (if any)