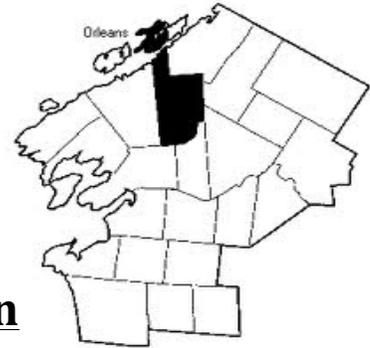


TOWN OF ORLEANS

PO Box 103
20558 Sunrise Avenue
LaFargeville, NY 13656
Phone 315-658-9950



Application for Subdivision

Town Use Only

Official submission date: _____

File #: _____

Application fee: _____

Date Paid: _____

PB Meeting Dates:

Major

_____ Sketch Plan Conference
_____ Prelim Plat Submission
_____ Public Hearing
_____ Prelim Plat Decision
_____ Final Plat Submission
_____ Optional Public Hearing
_____ Final Plat Decision

Minor

_____ Sketch Plan Conference
_____ Final Plat Submission
_____ 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 Orleans 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 here with 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 Orleans Planning Board during the Subdivision Approval Process:

Signature of Owner: _____ Date: _____

Checklist for Final Plat, Major Subdivision Submissions

Section 440: All major subdivision final plat submissions must submit the following information:

- Five (5) copies of the Final Plat
- All information specified under Section 410 and 430
- Street lines, pedestrian ways, lots, easements and area to be dedicated to public use
- Sufficient data acceptable to the Planning Board to determine readily the location, bearing length of every street line, lot line, boundary line and to reproduce 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 street. 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 point.
- All offers of cession and any covenants governing the maintenance of unceded open space shall bear the certificate of approval of the Town Attorney as their legal sufficiency
- Permanent reference monuments shall be shown and constructed in accordance with the Planning Board specifications
- Approval of the State Health Department of water supply systems proposed or installed
- 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 street, sidewalks, street lighting standards, street 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 Town Enforcement 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 layout
 2. A performance bond or certified check has been posted in sufficient amount to assure such completion of all required improvement
- Any other data such as certificates, affidavits, endorsements or other agreements as may be required by the Planning Board in enforcement of these regulations

Checklist for Preliminary Plat. Major Subdivision Submissions

Section 430: 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 unless otherwise specified by the Planning Board
- All information under Section 410, 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 streets or public ways and the width, location, grades and street profiles of all streets 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
- Drainage plan, indication profiles of lines or ditches and drainage easements on adjoining properties with the direction of flow
- Plans and cross-sections showing sidewalks, street lighting, street trees, curbs, water mains, sanitary sewers and storm drains, the character, width and depth of pavements and sub-base, the location of any underground cables
- Preliminary designs for any bridges or culverts
- The proposed lot lines with approximate 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 types as approved by the Planning Board, 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 subdivider's entire holding, a sketch of the proposed future street 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

JEFFERSON COUNTY, STATE OF NEW YORK
Survey Map Affidavit

MAP # _____

DATE FILED: _____

For filing Survey Maps at the Jefferson County Clerk's Office:
1 Mylar & 2 paper maps required. **MUST BE ORIGINALS.**
Minimum: 8 1/2" x 11" / Maximum: 34" x 44"

Title of Survey Map _____

Property Owner's name at time of filing _____

Tax Map # _____ Town/Village/City _____ Acres Involved _____

Name of Surveyor _____ Date of Map _____

1. Does this survey map divide an existing parcel? YES _____ NO _____
If NO, continue to #4.
2. Is local subdivision approval required? YES _____ NO _____
If YES, name of Planning Board Official that signed map:
Name _____ Date of Signature _____
3. Does the map create five or more lots that are five acres or less? YES _____ NO _____
If YES, NYS Department of Health approval is required prior to filing.
4. Does this map amend or correct a map already on file? YES _____ NO _____
If YES, File # or original map: _____

To the best of my knowledge the above information is correct. I hereby represent that if this map divides an existing parcel, I have consulted with the town, city or village clerk and I state that all approvals required by law have been complied with and that the approvals are noted on the survey map. *Notice: In a written statement filed with the County, any person who knowingly makes a false statement which such person does not believe to be true has committed a crime under the laws of New York State punishable as a Class A Misdemeanor (PL Sec. 210.45).*

Signature of Filer: _____ Date: _____

Name of Filer: _____

State of New York
County of Jefferson

Sworn to before me this _____ day of
_____, 20____

Notary Public

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone:		
		E-Mail:		
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO	YES
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO	YES
3.a. Total acreage of the site of the proposed action?		_____ acres		
b. Total acreage to be physically disturbed?		_____ acres		
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		_____ acres		
4. Check all land uses that occur on, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____				
<input type="checkbox"/> Parkland				

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
b. Consistent with the adopted comprehensive plan?			
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____ _____	NO	YES	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation service(s) available at or near the site of the proposed action?			
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?			
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO	YES	
10. Will the proposed action connect to an existing public/private water supply? [If Yes, does the existing system have capacity to provide service? <input type="checkbox"/> NO <input type="checkbox"/> YES] If No, describe method for providing potable water: _____ _____	NO	YES	
11. Will the proposed action connect to existing wastewater utilities? [If Yes, does the existing system have capacity to provide service? <input type="checkbox"/> NO <input type="checkbox"/> YES] If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places? b. Is the proposed action located in an archeological sensitive area?	NO	YES	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO	YES	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES	
16. Is the project site located in the 100 year flood plain?	NO	YES	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES _____ _____	NO	YES	

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	NO	YES
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____ _____	NO	YES
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____ _____	NO	YES
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- 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.

Name of Lead Agency	Date
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)