

Town of Cochection

Planning Board

P. O. Box 295

Lake Huntington, New York 12752

Phone: (845) 932-8174

SUBDIVISION / SITE PLAN APPLICATION

RETURN TO:
Planning Board
Town of Cochection
P. O. Box 295
Lake Huntington, NY 12752

DATE RECEIVED: / /

FEES:

Application Fee: \$.00 (Paid)(Due)
Preliminary Plan Review Fee: \$.00 (Paid)(Due)
Final Plan Review Fee: \$.00 (Paid)(Due)

1. Identifying Title of Subdivision / Site Plan: _____

2. Owner of Lands to be reviewed:
Name _____
Address _____ Phone _____
3. Who will appear before the Planning Board:
Circle one : Owner, Agent, Representative of Owner, Contract Vendee
4. Who prepared Subdivision/ Site Plan:
Name _____
Address _____ Phone _____
5. Location of Lands to be reviewed:
Zoning District: _____
6. Tax Map: Section _____ Block _____ Lot _____
7. Purpose of review (describe briefly) :
Land to be subdivided: _____ Number of Lots: _____
Lot line change: _____
Site Plan Review: _____
Special Permit: _____
Other: _____

8. Easements or other restrictions on property (Describe generally) :

9. The undersigned hereby requests approval by the Planning Board of the above identified application.

THE SIGNING OF THIS APPLICATION INDICATES YOUR KNOWLEDGE OF RESPONSIBILITY FOR PAYMENT OF ALL FEES AND PROFESSIONAL SERVICES INCURRED BY THE PLANNING BOARD IN REVIEW OF THIS APPLICATION. SUCH AS:
PLANNER/CONSULTANT, ENGINEER, LEGAL, PUBLIC HEARING, AND/OR SITE INSPECTION.

Signature _____ Title _____

Date: _____

Identifying Title of Subdivision / Site Plan _____

Applicant's Name _____

CHECKLIST FOR MAJOR/MINOR SUBDIVISION AND /OR SITE PLAN

1. The following items shall be submitted as part of a COMPLETED Application Form.

1. _____ Environmental Assessment Form (Short Form attached)
2. _____ Proxy Statement (Attached, if applicant is not the owner)
3. _____ Application Fees
4. _____ Completed Checklist (Attached)

2. The following checklist items shall be incorporated on the Subdivision Plat or Site Plan prior to consideration for being placed on the Planning Board Agenda. Non-submittal of the checklist could delay processing or result in Application rejection.

1. _____ Name and Address of Applicant
2. _____ Name and Address of Owner (if different from Applicant)
3. _____ Subdivision name and location
4. _____ Tax Data (section-block-lot)
5. _____ Location map at a scale of 1"- 2,000 ft. (maximum)
6. _____ Zoning table showing what is required in the particular zone and what applicant is proposing (i.e. Lot Area, Setbacks to property lines, etc.)
7. _____ Show zoning boundary if any portion of proposed subdivision or Site Plan is within or adjacent to a different zone
8. _____ Date of plat preparations and/or plat revisions
9. _____ Scale the plat is drawn to (Max. 1' = 100')
10. _____ North Arrow
11. _____ Surveyor's Certification
12. _____ Surveyor's Seal and Signature
13. _____ Name of adjoining owners
14. _____ Federal and/or NYSDEC Wetlands with 100 foot buffer zone(s)
15. _____ Flood plain boundaries
16. _____ Certified sewage systems design and placement by a licensed Engineer must be shown the plans.
17. _____ Final metes and bounds of all lots (including residual lot)
18. _____ Name and width of adjacent streets; the road boundary is to be a minimum of 25 ft. from the physical centerline of the street
19. _____ Show existing or proposed easements (note restrictions)
20. _____ Right - of - way width and rights of Access and Utility placement
21. _____ Road profile and typical section (minimum traveled surface, excluding shoulders, is to be 20 ft. wide)
22. _____ Lot area (in square feet for each lot less than 2 acres)

23. _____ Names / numbers of lots including residual lot
24. _____ Show any existing waterways
25. _____ Applicable note pertaining to owners review and concurrence with plat together with owner's signature
26. _____ Show any improvements, i.e. drainage systems, water lines, sewer lines, etc.
27. _____ Show all existing houses, accessory structures, wells and septic systems on and within 200 ft. of the parcel to be subdivided.
28. _____ Show contours at 2' - intervals.
29. _____ Indicate any reference to a previous subdivision, i.e. filed map number, date and previous lot number
30. _____ Number of acres to be cleared or timber harvested
31. _____ Estimated or known cubic yards of material to be excavated.
32. _____ Estimated or known cubic yards of fill required.
33. _____ The amount of grading expected or known to be required to bring the site to readiness.
34. _____ Type and amount of site preparation which falls within the 100 foot buffer strip of wetlands or within Federal Wetlands. Please explain in square feet or cubic yards.
35. _____ Amount of site preparation within a 100 year flood plain or any water course on the site. Please explain in square feet or cubic yards.

The plat for the proposed subdivision or site plan has been prepared in accordance with this checklist.

By: _____
 Licensed Professional (if applicable)

Date: _____

(Seal)
 (Architect, Engineer, Surveyor)
 (if applicable)

This list is designed to be a guide ONLY. The Town of Cocheton Planning Board may require additional documentation, notes or revisions prior to granting approval.

TO: TOWN OF COCHECTON PLANNING BOARD

RE: OWNERS' PROXY

(Owner) _____ deposits and says he/she resides at
(Name of Owner as shown on the Tax Roll)

_____ in the county of _____
(Owners' mailing address as shown on the Tax Roll)

and State of _____ and that he/she is the owner of the premises
described in the foregoing application and that he/she has authorized

_____ to make the
(Name of Applicant *IF NOT THE OWNER*)

foregoing application as described therein.

Date: _____

Owner's Signature

Witness' Signature (Applicant shall not
be the sole witness' signature)

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 <input type="checkbox"/>
			YES <input type="checkbox"/>
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 <input type="checkbox"/>
			YES <input type="checkbox"/>
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			

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
	<input type="checkbox"/>	<input type="checkbox"/>
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
	<input type="checkbox"/>	<input type="checkbox"/>
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
	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:	<input type="checkbox"/>	<input type="checkbox"/>
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>

	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?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

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.

<input type="checkbox"/>	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.
<input type="checkbox"/>	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)

PRINT

Town of Cochection

Planning Board

Fee Schedule

A) Application Fee: (All Applications) - \$150.00

Any application before the Planning Board requires payment of specified fees prior to any action being taken by the Board and ten copies of all documents to be presented to the Board (i.e. Application, plans, etc.).

B) Escrow Requirements: (see attached Escrow Policy)

In addition to the application and additional fees listed herein, applicants will be responsible for all expenses, incurred by the Town, associated with the review process in accordance with the Town of Cochection Escrow Policy.

C) Additional Fees:

1) Minor Subdivision (up to ten lots):

Preliminary Submittal: \$50.00 plus \$25.00 per lot

Final Submittal (4 – 10 lots): \$50.00 plus \$25.00 per lot

2) Major Subdivision (eleven or more lots):

Preliminary Submittal: \$250.00 plus \$25.00 per lot

Final Submittal: \$200.00 plus \$25.00 per lot

3) Site Plan / Residential: (Multiple Dwelling without subdivision)

Preliminary Submittal: \$100.00 plus \$50.00 per unit

Final Submittal: \$100.00 plus \$50.00 per unit

4) Site Plan / Commercial: (Without subdivision)

Preliminary Submittal: \$100.00 plus \$25.00 per 1,000 square feet of building construction

Final Submittal: \$100.00 plus \$25.00 per 1,000 square feet of building construction

5) Special Use Permit Additional Fee: \$350.00

6) Special Cell Tower Additional Fee: \$2,500.00

7) Special Meeting: \$75.00

Town of Cochection

Planning Board

Escrow Policy Summary

Actions requiring technical review by the Town of Cochection Planning Board shall be subject to the Town of Cochection Escrow Policy.

Escrow funds/deposits are to be delivered to the Town Clerk at the time of application and/or prior to the first meeting for which the applicant is scheduled on the agenda and are to be drawn upon, as necessary, to compensate the boards' consultant engineer and such other experts and expenses as the board may deem necessary for the proper review of a given application.

If at any time during the review process, the account balance falls below 25% of the original amount, the board may, at its' discretion, require additional deposit(s) of up to 50% of the original amount. Upon final action of the Planning Board, any unused balance shall be returned to the applicant within 60 days.

1) Lot Improvement - Application/ sketch plan submittal: No Deposit

2) Minor subdivision – (3 lots or less no deposit required)

(4-10 lots)- Application/ sketch plan submittal: \$50.00

Final submittal: \$100.00 plus \$50.00 per lot

3) Major subdivision (11 or more lots)- Application/ sketch plan submittal: \$100.00

Preliminary submittal: \$200.00 plus \$50.00 per lot

Final submittal: \$200.00 plus \$50.00 per lot

4) Site plan- Residential (single family dwelling on single lot is exempt)-

Application/ sketch plan submittal: \$100.00

Preliminary submittal: \$100.00 plus \$50.00 per unit

Final submittal: \$100.00 plus \$50.00 per unit

5) Site plan- Commercial (except Cell Towers)-

Application/sketch plan submittal: \$100.00

Preliminary submittal: \$100.00 plus \$25.00/1,000 s.f. or fraction thereof

Final submittal: \$100.00 plus \$25.00/1,000 s.f. or fraction thereof

6) Cell Tower - \$1,500.00

7) Publication Costs- Actual cost of publication, in the event a public hearing is required.

8) Consultant costs: Estimated costs for review by the consultant engineer, and other experts the board deems necessary will be provided to the applicant. Appropriate deposits are to be made "on demand".

Note:The above is a summary of required procedures – for complete details, refer to the Town of Cochection Escrow Policy