

TOWN OF VICTOR

Rev. 10/12

APPLICATION FOR MINOR SUBDIVISION REVIEW

GENERAL INFORMATION

Planning Board Fee - \$150.00 plus \$75.00 per lot for engineering review per Chapter 27 REIMBURSEMENT OF FEES and the Town of Victor Fee Schedule. Engineering fees may exceed the amount set above. If engineering review exceeds the amount submitted at the time of this application, the applicant will be billed on a monthly basis and receive a copy of the Town Engineer's invoice.

As provided for in Chapter 27, REIMBURSEMENT OF FEES, all administrative expenses (i.e., legal, engineering) incurred by the Town in review and processing of the applications shall be charged back to the applicant as a fee related to the application submitted. Chapter 27 is available upon request.

Twelve (12) sets of full size plans, One (1) 11 x 17, (unless additional are requested) and the completed Application along with a Letter of Intent must be submitted to the Planning Board Department **FIVE (5) WEEKS** prior to a scheduled Planning Board meeting.

Should there be a need for a Special District, the Town has established procedures for the implementation of Special Districts.

The subdivision should carry the name of the parcel for which it may be known.

The Environmental Assessment Form must be completed and accompany this application (Part 617 of the Environmental Conservation Law - State Environmental Quality Review or SEQR).

The applicant must post a sign stating "PROPERTY UNDER REVIEW". The sign shall be obtained from the Planning Department at the time the application is submitted and must be posted at least one week prior to the Planning Board meeting date. FINAL APPROVALS MAY BE DELAYED IF THE SIGN IS NOT POSTED!

UPDATED DESIGN AND CONSTRUCTION STANDARDS FOR LAND DEVELOPMENT ARE AVAILABLE IN THE TOWN CLERK' S OFFICE. ASK THE SECRETARY TO THE PLANNING BOARD FOR THE MOST RECENT REVISION DATE.

Date\_\_\_\_\_

Application No.\_\_\_\_\_

Name\_\_\_\_\_

APPLICATION FOR "MINOR" SUBDIVISION

DATE \_\_\_\_\_

APPLICANT'S NAME \_\_\_\_\_ PHONE# \_\_\_\_\_

ADDRESS \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

PREVIOUS OWNER \_\_\_\_\_ PHONE # \_\_\_\_\_

ADDRESS \_\_\_\_\_ ZIP CODE \_\_\_\_\_

CONSENT HAS BEEN GRANTED BY THE OWNER FOR THIS APPLICATION  
PROOF OF CONSENT MUST BE SUPPLIED. YES \_\_\_\_\_ NO \_\_\_\_\_

OPTION EXPIRES \_\_\_\_\_ ACREAGE IN SUBDIVISION \_\_\_\_\_

NUMBER OF LOTS TAX MAP # \_\_\_\_\_

NAME OF ENGINEER \_\_\_\_\_ PHONE # \_\_\_\_\_

ADDRESS \_\_\_\_\_ ZIP CODE \_\_\_\_\_

TYPE OF SUBDIVISION            RESIDENTIAL            COMMERCIAL            INDUSTRIAL

NAME OF SUBDIVISION \_\_\_\_\_

LOCATION \_\_\_\_\_

CURRENTLY IN A WATER BENEFITTED AREA? \_\_\_ YES \_\_\_ NO;    PROPOSED \_\_\_ YES \_\_\_ NO

FIRE DISTRICT \_\_\_\_\_ SEWER DISTRICT \_\_\_\_\_

ZONING DISTRICT \_\_\_\_\_ WATER BENEFITTED AREA \_\_\_ YES \_\_\_ NO

SCHOOL DISTRICT \_\_\_\_\_

CURRENT EASEMENTS YES \_\_\_ NO \_\_\_ \_\_\_\_\_  
(Brief Description)

PROPOSED EASEMENTS \_\_\_\_\_  
(Brief Description)

DEED RESTRICTIONS ON PROPERTY \_\_\_\_\_  
(Brief Description)

SIGN \_\_\_\_\_ DATE \_\_\_\_\_  
(Applicant or Owner)

ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

INFORMATION REQUIRED FOR MINOR SUBDIVISIONS

The information listed below is required by the Town of Victor Planning Board prior to an application being deemed "complete."

A completed application must be received by the Secretary to the Planning Board **FIVE (5) WEEKS** prior to a scheduled Planning Board meeting.

Certified Engineer's report on soil and ground water conditions with percolation test results and test pit information is required for all subdivisions in the Town of Victor.

This checklist is for official use only. It should be used as a guide for the applicant.

MINOR SUBDIVISION PLAN SHOWING THE FOLLOWING:

1. \_\_\_\_\_ Twelve (12) full size copies of the plan; Plan not more than 34" x 44".
2. \_\_\_\_\_ Scale (1"= 100')
3. \_\_\_\_\_ One (1) 11x17 of the plan (unless additional are requested)
4. \_\_\_\_\_ Subdivision Name.
5. \_\_\_\_\_ Name, Address, and Signature of Owner.
6. \_\_\_\_\_ Name and Address of Subdivider.
7. \_\_\_\_\_ Name, Address, Seal and Signature of Engineer or Surveyor.
8. \_\_\_\_\_ Date.
9. \_\_\_\_\_ Written and clear statement of subdivider's intent.
10. \_\_\_\_\_ North arrow.
11. \_\_\_\_\_ Location map 3" x 3".
12. \_\_\_\_\_ Tax map with proposed subdivision outlined.
13. \_\_\_\_\_ Owners of adjacent lands.
14. \_\_\_\_\_ Graphic scale.
15. \_\_\_\_\_ Existing site features including bodies of water, water courses, swamps, creeks, springs, woods.
16. \_\_\_\_\_ Lots numbered.
17. \_\_\_\_\_ Proposed street lines.
18. \_\_\_\_\_ Field Survey of boundary lines of proposed lots.

19. \_\_\_\_\_ Covenants, Easements or Deed Restrictions affecting the proposed subdivision.
20. \_\_\_\_\_ Aerial photograph with proposed subdivision outlined (Scale 1" = 1,000' or larger).
21. \_\_\_\_\_ Ground contours for parcel and parcels adjacent to the tract to be subdivided, at intervals of not more than ten (10) feet of elevation.
22. \_\_\_\_\_ Pertinent topographic features within the parcel and on adjoining parcels.
23. \_\_\_\_\_ Location in relation to flood plain or wetlands.
24. \_\_\_\_\_ If proposal is within the one hundred (100) year flood plain, the proposal MUST BE reviewed by the Engineer for the Town and the New York State Department of Environmental Conservation.
25. \_\_\_\_\_ Finished floor elevations for proposed house or building.
26. \_\_\_\_\_ Finished grade of house one (1) foot higher than pavement.
27. \_\_\_\_\_ Identify lots suitable for walk-out basements.
28. \_\_\_\_\_ Proposed source of water supply. \_\_\_\_\_ Public \_\_\_\_\_ Well(s)
29. \_\_\_\_\_ Nearest hydrant.
30. \_\_\_\_\_ Location of well(s). (If no well, supply data of wells on adjoining parcels as to depth, yield and chemical analysis). \_\_\_\_\_ Yield \_\_\_\_\_ Potability analysis
31. \_\_\_\_\_ Drainage study map with proposed stonn water run-off.
32. \_\_\_\_\_ One (1) test hole (minimum 8 deep) - one (1) perk test for each ten (10) acres of the proposed development. (Tests must be certified by a Licensed Engineer (P.E.). Verification by Engineer for the Town may be required.
33. \_\_\_\_\_ Method of sewage disposal.
34. \_\_\_\_\_ Existing septic system. (Certification by the Engineer that the system is in compliance with the Board of Health Regulations and is functioning properly).
35. \_\_\_\_\_ Features to be retained.

36. \_\_\_\_\_ Features to be removed - US Geological Survey Map maybe used IF ENLARGED.
37. \_\_\_\_\_ Adjacent roads.      \_\_\_\_\_ Pavement      \_\_\_\_\_ Ditches      \_\_\_\_\_ Right-of-way
38. \_\_\_\_\_ Driveways.
39. \_\_\_\_\_ Easements provided for all dedicated facilities located outside road right-of-way.
40. \_\_\_\_\_ Easement descriptions.
41. \_\_\_\_\_ Bearing and distances for easements shown on plan.
42. \_\_\_\_\_ Note on plans that Construction shall conform to the Town of Victor Standards.
43. \_\_\_\_\_ Zoning districts outlined within the parcel.
44. \_\_\_\_\_ On each page provide a 3' x 5" block on right side of plan for Town use with a heading "Final Subdivision" with two signature lines: Town Engineer and Planning Board Chairman.
45. \_\_\_\_\_ Completed Environmental Assessment Form.
46. \_\_\_\_\_ Fee included.
47. \_\_\_\_\_ If it is the intent of the subdivider to develop in phases, all lands of the subdivider MUST BE SHOWN with the anticipated phases and a time schedule.
48. \_\_\_\_\_ Engineer's preliminary report on soils and ground water conditions.
49. \_\_\_\_\_ Sight distances from access point.
50. \_\_\_\_\_ That a note be added to the plans stating "That this property may border a farm, as defined in Local Law No. 4-1992. Residents should be aware that farmers have the right to undertake farm practices which may generate dust, Odor, smoke, noise and vibration."
51. \_\_\_\_\_ A Stormwater Management Report for projects proposing 15,000 square feet of additional pavement and rooftop or 6,000 square feet of additional parking area is required.
52. \_\_\_\_\_ Approved subdivision maps, including conservation easements, lot consolidations and lot line adjustments shall be submitted in digital format, Autocad 2002, or latest version, effective January 1,2004 (per Town Board Resolution #193 of June 23, 2003)

Statement of Applicant and Owner with Respect to Reimbursement of Professional and Consulting Fees

In conjunction with an application made to the Town of Victor, the undersigned states, represents and warrants the following:

1. I/We am/are the applicant and owner with respect to an application to the Town of Victor.
2. I/We have been advised of, are aware of and agree to comply with the obligation to reimburse the Town of Victor for any and all professional and consulting fees incurred by the Town in conjunction with this and any other applications by me/us, including but not limited to engineering and/or legal fees, all as more fully set forth in the Victor Town Code.
3. I/We have been provided with, or have otherwise reviewed the Victor Town Code provisions related to the obligation to reimburse the Town with respect to professional and consulting fees, and agree to comply with the same.
3. I/We understand that this obligation shall not be dependent upon the approval or success of the application.
4. I/we further agree that in the event the Town of Victor is required to refer for collection an outstanding debt for such professional and/or consulting fees due to the Town of Victor, I/we shall be obligated to pay the reasonable attorney's fees incurred as a result of the Town's efforts to collect such fees. Reasonable attorney's fees shall also include any and all disbursements that may result from the commencement of litigation.
5. Each party to the application, including the applicant and the owner, shall be jointly and severally liable for all consulting and professional fees and expenses incurred in conjunction with the application.

Applicant: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

Owner: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_