



Phone: (585) 243-1750

Fax: (585) 243-3810

Website: www.grovelandny.org

Land Subdivision Fee Schedule

MINOR SUBDIVISION - \$50 plus \$10. For each lot.

MAJOR SUBDIVISION - \$100 plus \$ 10. For each lot.

The \$100 fee covers the administrative costs of the first hearing for preliminary plat approval and for first public hearing. Any costs incurred if additional hearings or review by the towns Engineer will be paid by the applicant.

The fees are subject to annual review by the Town Board.

Checklist for Minor: Subdivision & Site Plan Applications

The purpose of this checklist is to provide assistance to the applicant and the reviewer in preparing a complete application, thus expediting the process. All items must be addressed and so noted on the checklist. Information from the Sketch plan checklist must also be included. Those items that are “Not Applicable” should be so noted on the checklist.

Information to be included on all minor subdivision & site plan applications

Applicant	Town	N/A	
_____	_____	_____	1. Title of subdivision or site plan, including name and address of applicant and person responsible for preparing such drawing and the name and address of the presenter, if applicable.
_____	_____	_____	2. North arrow, scale, date and last revision.
_____	_____	_____	3. Drawings stamped by a licensed engineer or land surveyor with five (5) sets of plans with signature block, with 1 copy being a Mylar to be included with the final subdivision plans that must be submitted to the Town Clerk no later than the <u>Monday before the 1st of the month of the scheduled hearing.</u>
_____	_____	_____	4. Location, and ownership identification of all adjacent lands as shown on the latest tax records.
_____	_____	_____	5. Location and name of existing adjacent roads.
_____	_____	_____	6. Location, type of construction, and exterior dimensions of all structures, existing and proposed.
_____	_____	_____	7. Location, construction materials and profiles of all existing and / or proposed site improvements including ponds, drains, culverts, retaining walls and fences.
_____	_____	_____	8. Location and design of existing and proposed outdoor lighting.
_____	_____	_____	9. Property boundaries plotted to scale with distances and bearings shown.
_____	_____	_____	10. Dimensions and total acreage of lot / site.
_____	_____	_____	11. Proposed building setback line for each street.
_____	_____	_____	12. Driveway site distances at all proposed entrances.

Town of Groveland
4955 Aten Road
Groveland, New York 14462

Planning Department
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Application for Subdivision/ Site Plan

I. Contact Information:

A. Name of Proposed Development: _____

B. Name and Address of Owner:

Contact Number(s):
Day: _____
Evening: _____
EMAIL _____

C. Name and Address of Developer:

Contact Number(s)
Day: _____
Evening: _____

D. Name and Address of Engineer, Architect, or Surveyor:

Contact Number(s):
Day: _____
Evening: _____

II. Property Description:

A. Location of Property: _____ School District: _____

Tax map Number: _____

Road Frontage: _____ (ft.) Depth: _____ (ft.)

Zoning District: _____

Total Lot Acreage: _____ (acres)

B. Applicants Entire Adjacent Land Holdings: _____

C. Existing Buildings on Site: _____

D. Current Building Uses (if applicable): _____

E. Dimensions of Building (if applicable): _____

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F. Existing Utilities Available: _____

G. Existing Easements: _____

H. Current Condition of Site: _____

I. Character of Surrounding Lands (Ag, Wet lands, Etc.): _____

J. Current Land Use (Ag, Commercial/Industrial, Undeveloped): _____

K. Is Property Located in a Flood Zone: _____

L. Is Property Subject to Wetlands Control: _____

M. Is Property in a Conservancy if so need letter that a permitted use

III. Construction Information:

A. Anticipated Start Date: _____

B. Anticipated Completion Date: _____

C. Will Development be staged: _____

D. Estimated Cost of Project: _____

E. Financial Plans: _____

F. Purposed Construction Schedule: _____

G. Anticipated Increase in: Traffic, Residents, Shoppers, Employees; _____

H. Provide a brief Description of Proposal:

I. Describe Projects Compatibility with Surrounding uses:

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IV. Declaration and Certificate:

- A. Applicants Name and Address (if not Owner)
- B. Contact Number(s): _____
Day: _____

- Evening: _____

Submission of documents to the town engineer is the responsibility of the applicant. A complete application packet with drawings and supporting documentation should be submitted to the town engineer at the time of submission to the town clerk's office. Any subsequent submittals also need to be submitted to the town engineer. Applicant is also notified that additional fees may be incurred for the hiring of outside consultants that creates an extra cost to the town, due to the applicant.

I have read and understand that the above information given by me in all sections of this form is true and accurate. If the applicant is not the Landowner(s), the applicant represents, that the landowner(s) has given consent to the filing of this application and the contents contained within. Failure to include landowner(s) signature will void this application.

Signature of applicant: _____ Date: _____
Printed name: _____

Signature of Landowner(s): _____ Date: _____
Printed name: _____

Signature of Landowner(s): _____ Date: _____
Printed name: _____

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For Town Purposes Only

I. Agency Referrals:

Federal () State () County () Local () Other ()

II. Application Phase:

Planning Board:

Site Plan:

() Sketch Plan/Date _____ () Preliminary/Date _____ () Final/Date _____

() Approved/Date _____ () Approved with Modifications/Date _____ () Denied/Date _____

Zoning Board:

Special Use Permit:

() Approved/Date _____ () Approved with Modifications/Date _____ () Denied/Date _____

Variance:

() Approved/Date _____ () Approved with Modifications/Date _____ () Denied/Date _____

III. Additional Information:

Contingencies and Modifications:

Reason(s) for Denial:

SEQR Classification:

() Negative Declaration/Date _____

() Positive Declaration/Date _____

() Approved/Date _____

Town of Groveland Agricultural Data Statement

DATE: _____

Instruction: This form must be completed for any application for a special use permit, site plan approval, use variance or a subdivision approval requiring municipal review that would occur on property within 500 feet of a farm operation.

Applicant	Owner if Different from Applicant
Name: _____	Name: _____
Address: _____	Address: _____

1. Type of Application: Special Use Permit Site Plan Use Variance Subdivision

2. Description of proposed project:

3. Location of project: Address: _____
Tax Map Number: _____

4. Is the parcel within an Agricultural District NO YES If YES, Agricultural District Number _____

5. Is this parcel actively farmed? NO YES

6. Municipal Officer list all farm operations within 500 feet of parcel. Attach additional sheets if necessary. If same farmer with one mailing address simply list all tax map #'s in one box.

<p>Name: _____</p> <p>Tax Map: _____</p> <p>Mailing Add: _____</p> <p>Is this parcel actively farmed? <input type="checkbox"/> NO <input type="checkbox"/> YES</p>	<p>Name: _____</p> <p>Tax Map: _____</p> <p>Mailing Add: _____</p> <p>Is this parcel actively farmed? <input type="checkbox"/> NO <input type="checkbox"/> YES</p>
<p>Name: _____</p> <p>Tax Map: _____</p> <p>Mailing Add: _____</p> <p>Is this parcel actively farmed? <input type="checkbox"/> NO <input type="checkbox"/> YES</p>	<p>Name: _____</p> <p>Tax Map: _____</p> <p>Mailing Add: _____</p> <p>Is this parcel actively farmed? <input type="checkbox"/> NO <input type="checkbox"/> YES</p>

Signature of Applicant

Signature of Owner (if different than applicant)

Reviewed by _____
Signature of Municipal Official

Date

Short Environmental Assessment Form

Part 1 - Project Information

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?			NO
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.			YES
2. Does the proposed action require a permit, approval or funding from any other government Agency?			NO
If Yes, list agency(s) name and permit or approval:			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, <u>are</u> adjoining [and] <u>or</u> 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? b. Consistent with the adopted comprehensive plan?	NO	YES	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
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	
	<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? 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 <u>the</u> site of the proposed action?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
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	
	<input type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the <u>project site contain, or is it substantially contiguous to, a building, archeological site, or district that [a structure that] is listed on [either] the National Register of Historic Places or the State Register of Historic Places or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?</u> b. Is the [proposed action] <u>project site, or any portion of it, located in or adjacent to an area designated as [archaeologically] sensitive [area] for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?</u>	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
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	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

<p>14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:</p> <p><input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional</p> <p><input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban</p>		
<p>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?</p>	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
<p>16. Is the project site located in the 100-year flood plan?</p>	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
<p>17. Will the proposed action create storm water discharge, either from point or non-point sources?</p> <p>If Yes,</p> <p style="padding-left: 40px;">a. Will storm water discharges flow to adjacent properties?</p> <p style="padding-left: 40px;">b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?</p> <p>If Yes, briefly describe:</p> <p>_____</p> <p>_____</p>	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
<p>18. Does the proposed action include construction or other activities that <u>would</u> result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)?</p> <p>If Yes, explain the purpose and size of the impoundment:</p> <p>_____</p> <p>_____</p>	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p>	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
<p>20. Has the site of the proposed action or an adjoining property been <u>the</u> subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p>	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
<p>I [AFFIRM] CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</p> <p>Applicant/sponsor name: _____ Date: _____</p> <p>Signature: _____ Title: _____</p>		

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NY-CRR

OFFICIAL COMPILATION OF CODES, RULES AND REGULATIONS OF THE STATE OF NEW YORK
TITLE 6. DEPARTMENT OF ENVIRONMENTAL CONSERVATION
CHAPTER VI. GENERAL REGULATIONS
PART 617. STATE ENVIRONMENTAL QUALITY REVIEW

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617.5 Type II actions.

(a) Actions or classes of actions identified in subdivision (c) of this section are not subject to review under this Part, except as otherwise provided in this section. These actions have been determined not to have a significant impact on the environment or are otherwise precluded from environmental review under Environmental Conservation Law, article 8. The actions identified in subdivision (c) of this section apply to all agencies.

(b) Each agency may adopt its own list of Type II actions to supplement the actions in subdivision (c) of this section. No agency is bound by an action on another agency's Type II list. The fact that an action is identified as a Type II action in an agency's procedures does not mean that it must be treated as a Type II action by any other involved agency not identifying it as a Type II action in its procedures. An agency that identifies an action as not requiring any determination or procedure under this Part is not an involved agency. Each of the actions on an agency Type II list must:

(1) in no case, have a significant adverse impact on the environment based on the criteria contained in section 617.7(c) of this Part; and

(2) not be a Type I action as defined in section 617.4 of this Part.

(c) The following actions are not subject to review under this Part:

(1) maintenance or repair involving no substantial changes in an existing structure or facility;

(2) replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building, energy, or fire codes unless such action meets or exceeds any of the thresholds in section 617.4 of this Part;

(3) retrofit of an existing structure and its appurtenant areas to incorporate green infrastructure;

(4) agricultural farm management practices, including construction, maintenance and repair of farm buildings and structures, and land use changes consistent with generally accepted principles of farming;

(5) repaving of existing highways not involving the addition of new travel lanes;

(6) street openings and right-of-way openings for the purpose of repair or maintenance of existing utility facilities;

(7) installation of telecommunication cables in existing highway or utility rights of way utilizing trenchless burial or aerial placement on existing poles;

(8) maintenance of existing landscaping or natural growth;

(9) construction or expansion of a primary or accessory/appurtenant, nonresidential structure or facility involving less than 4,000 square feet of gross floor area and not involving a change in zoning or a use variance and consistent with local land use controls, but not radio communication or microwave transmission facilities;

(10) routine activities of educational institutions, including expansion of existing facilities by less than 10,000 square feet of gross floor area and school closings, but not changes in use related to such closings;

(11) construction or expansion of a single-family, a two-family or a three-family residence on an approved lot including provision of necessary utility connections as provided in paragraph (13) of this subdivision and the installation, maintenance or upgrade of

- a drinking water well or a septic system or both, and conveyances of land in connection therewith;
- (12) construction, expansion or placement of minor accessory/appurtenant residential structures, including garages, carports, patios, decks, swimming pools, tennis courts, satellite dishes, fences, barns, storage sheds or other buildings not changing land use or density;
- (13) extension of utility distribution facilities, including gas, electric, telephone, cable, water and sewer connections to render service in approved subdivisions or in connection with any action on this list;
- (14) installation of solar energy arrays where such installation involves 25 acres or less of physical alteration on the following sites:
- (i) closed landfills;
 - (ii) brownfield sites that have received a Brownfield Cleanup Program certificate of completion (COC) pursuant to ECL section 27-1419 and section 375-3.9 of this Title or environmental restoration project sites that have received a COC pursuant to section 375-4.9 of this Title, where the COC under either program for a particular site has an allowable use of commercial or industrial, provided that the change of use requirements in section 375-1.11(d) of this Title are complied with;
 - (iii) sites that have received an inactive hazardous waste disposal site full liability release or a COC pursuant to section 375-2.9 of this Title, where the department has determined an allowable use for a particular site is commercial or industrial, provided that the change of use requirements in section 375-1.11(d) of this Title are complied with;
 - (iv) currently disturbed areas at publicly-owned wastewater treatment facilities;
 - (v) currently disturbed areas at sites zoned for industrial use; and
 - (vi) parking lots or parking garages;
- (15) installation of solar energy arrays on an existing structure provided the structure is not:
- (i) listed on the National or State Register of Historic Places;
 - (ii) located within a district listed in the National or State Register of Historic Places;
 - (iii) been determined by the Commissioner of the Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places pursuant to sections 14.07 or 14.09 of the Parks, Recreation and Historic Preservation Law; or
 - (iv) within a district that has been determined by the Commissioner of the Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places pursuant to sections 14.07 or 14.09 of the Parks, Recreation and Historic Preservation Law;
- (16) granting of individual setback and lot line variances and adjustments;
- (17) granting of an area variance for a single-family, two-family or three-family residence;
- (18) reuse of a residential or commercial structure, or of a structure containing mixed residential and commercial uses, where the residential or commercial use is a permitted use under the applicable zoning law or ordinance, including permitted by special use permit, and the action does not meet or exceeds any of the thresholds in section 617.4 of this Part;
- (19) the recommendations of a county or regional planning board or agency pursuant to General Municipal Law sections 239-m or 239-n;
- (20) public or private best forest management (silviculture) practices on less than 10 acres of land, but not including waste disposal, land clearing not directly related to forest management, clear-cutting or the application of herbicides or pesticides;
- (21) minor temporary uses of land having negligible or no permanent impact on the environment;
- (22) installation of traffic control devices on existing streets, roads and highways;
- (23) mapping of existing roads, streets, highways, natural resources, land uses and ownership patterns;
- (24) information collection including basic data collection and research, water quality and pollution studies, traffic counts, engineering studies, surveys, subsurface investigations and soils studies that do not commit the agency to undertake, fund or approve any Type I or Unlisted action;
- (25) official acts of a ministerial nature involving no exercise of discretion, including building permits and historic preservation permits where issuance is predicated solely on the applicant's compliance or noncompliance with the relevant local building or

preservation code(s);

(26) routine or continuing agency administration and management, not including new programs or major reordering of priorities that may affect the environment;

(27) conducting concurrent environmental, engineering, economic, feasibility and other studies and preliminary planning and budgetary processes necessary to the formulation of a proposal for action, provided those activities do not commit the agency to commence, engage in or approve such action;

(28) collective bargaining activities;

(29) investments by or on behalf of agencies or pension or retirement systems, or refinancing existing debt;

(30) inspections and licensing activities relating to the qualifications of individuals or businesses to engage in their business or profession;

(31) purchase or sale of furnishings, equipment or supplies, including surplus government property, other than the following: land, radioactive material, pesticides, herbicides, or other hazardous materials;

(32) license, lease and permit renewals, or transfers of ownership thereof, where there will be no material change in permit conditions or the scope of permitted activities;

(33) adoption of regulations, policies, procedures and local legislative decisions in connection with any action on this list;

(34) engaging in review of any part of an application to determine compliance with technical requirements, provided that no such determination entitles or permits the project sponsor to commence the action unless and until all requirements of this Part have been fulfilled;

(35) civil or criminal enforcement proceedings, whether administrative or judicial, including a particular course of action specifically required to be undertaken pursuant to a judgment or order, or the exercise of prosecutorial discretion;

(36) adoption of a moratorium on land development or construction;

(37) interpretation of an existing code, rule or regulation;

(38) designation of local landmarks or their inclusion within historic districts;

(39) an agency's acquisition and dedication of 25 acres or less of land for parkland, or dedication of land for parkland that was previously acquired, or acquisition of a conservation easement;

(40) sale and conveyance of real property by public auction pursuant to article 11 of the Real Property Tax Law;

(41) construction and operation of an anaerobic digester, within currently disturbed areas at an operating publicly-owned landfill, provided the digester has a feedstock capacity of less than 150 wet tons per day, and only produces class A digestate (as defined in section 361-3.7 of this Title) that can be beneficially used or biogas to generate electricity or to make vehicle fuel, or both;

(42) emergency actions that are immediately necessary on a limited and temporary basis for the protection or preservation of life, health, property or natural resources, provided that such actions are directly related to the emergency and are performed to cause the least change or disturbance, practicable under the circumstances, to the environment. Any decision to fund, approve or directly undertake other activities after the emergency has expired is fully subject to the review procedures of this Part;

(43) actions undertaken, funded or approved prior to the effective dates set forth in SEQR (see chapters 228 of the Laws of 1976, 253 of the Laws of 1977 and 460 of the Laws of 1978), except in the case of an action where it is still practicable either to modify the action in such a way as to mitigate potentially adverse environmental impacts, or to choose a feasible or less environmentally damaging alternative, the commissioner may, at the request of any person, or on his own motion, require the preparation of an environmental impact statement; or, in the case of an action where the responsible agency proposed a modification of the action and the modification may result in a significant adverse impact on the environment, an environmental impact statement must be prepared with respect to such modification;

(44) actions requiring a certificate of environmental compatibility and public need under article VII, VIII, X or 10 of the Public Service Law and the consideration of, granting or denial of any such certificate;

(45) actions subject to the class A or class B regional project jurisdiction of the Adirondack Park Agency or a local government pursuant to sections 807, 808 and 809 of the Executive Law, except class B regional projects subject to review by local government pursuant to section 807 of the Executive Law located within the Lake George Park as defined by subdivision one of section 43-0103 of the Environmental Conservation Law; and

(46) actions of the Legislature and the Governor of the State of New York or of any court, but not actions of local legislative bodies except those local legislative decisions such as rezoning where the local legislative body determines the action will not be entertained.

CROSS REFERENCES:

Preparation of environmental impact statement, Environmental Conservation Law § 8-0109.
Coordination of reporting; limitations; lead agency, Environmental Conservation Law § 8-0111.
Rules and regulations, Environmental Conservation Law § 8-0113.
Phased implementation, Environmental Conservation Law § 8-0117.

RESEARCH REFERENCES AND PRACTICE AIDS:

National Environmental Policy Act of 1969, Generally, 42 U.S.C.A. § 4321.

12 NY Jur 2d, Buildings, Zoning, and Land Controls § 83.

55 NY Jur 2d, Environmental Rights and Remedies §§ 57, 60, 61, 62, 64, 65.

61A Am Jur 2d, Pollution Control §§ 46, 47.

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Current through August 31, 2018

END OF DOCUMENT

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6/2016



LIVINGSTON COUNTY
OFFICE OF COUNTY CLERK
Livingston County Government Center
6 Court Street, Room 201
Geneseo, New York 14454

Phone (585) 243-7010
Fax (585) 243-7928

Office Hours: 8:00am - 4:00pm Monday - Friday

Mary F. Strickland
County Clerk

Andrea K. Bailey
Deputy County Clerk

Survey Map Requirements

- 1 Mylar map (original signature & seal required)
- 2 Paper maps (original signature & seal required)
- All maps must be identical
- Licensed Land Surveyor's signature and seal (not an Engineer)
- Completed title block including property owner's name and town/village where parcel is located
- Map must show a North direction indicator
- Appropriate fees - \$10.00

Subdivision Map Requirements

- 1 Mylar map (original signature & seal required)
- 2 Paper maps (original signature & seal required)
- All maps must be identical
- Licensed Land Surveyor's signature and seal (not an Engineer)
- Town/Village Planning Board signature and date
 - Board members title and name to be printed below
 - If the map does not require Planning Board signatures then the Chairman of the Board must indicate "this subdivision map is exempted from the formal town of (insert town) subdivision regulations and it may be filed in the Livingston County Clerks Office"
- Health Department Approval (signature)
 - if the subdivision is 5 lots of 5 acres or less
- Must be filed timely
 - Town - maps must be filed within 60 days of Board signatures and dates
 - Village - maps must be filed within 90 days of Board signatures and dates
- Tax search providing all levied taxes are paid (School, Village, Town & County)
 - Completed by the Treasurer's Office for a \$5.00 fee
 - In the event that the Treasurer's Office is unable to verify payment, you must provide other proof that taxes are paid
- Completed title block including property owner's name and town/village where parcel is located
- Map must show a North direction indicator
- Appropriate fees - \$10.00

PARCEL COMBINATION REQUEST

Requirements:

- All property taxes must be paid in full. Tax receipts showing proof of payment may be requested.
- All requests must be made prior to Taxable Status Day, March 1.
- Parcels within an agricultural district can not be combined with parcels outside of an agricultural district.
- Parcels must have the same deeded owners.
- Parcels must be in the same school district.
- Parcels must be adjacent and/or not split by another parcel.

Requested by _____ Date _____

Name and mailing address of property Owner(s)

Telephone Number _____

Municipality of parcels being combined _____

Tax Map Numbers of parcels being combined

_____	_____
_____	_____
_____	_____