

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.

Application for Subdivision/ Site Plan

I. Contact Information:

A. Name of Proposed Development: _____

B. Name and Address of Owner:

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

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): _____

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:

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: _____

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_____

GENERAL INFORMATION FOR ALL APPLICANTS

GENERAL CONDITIONS:

- All applications shall be received by the Town Clerk no later than 10 business days in advance of the regularly scheduled planning board meeting in order to be placed on that month's agenda. If application is received later than the 10-day time frame, the application will be placed in the following month's agenda. Planning board meetings are held every 4th Monday of each month. There are no meetings in December.
- It is required that the Subdivision or Site Plan be prepared by an appropriate professional (engineer, surveyor, architect, or landscape architect). You are also advised that any conveyance of a portion of the subject property may require subdivision review and approval.
- All application charges are nonrefundable, regardless of whether the permit application is approved or denied once submitted. All checks for payment should be made payable to Groveland Town Clerk.
- An approval of a site plan is issued on the basis of the plans and applications submitted and authorizes only the use, arrangement and construction set forth in such approved plans and applications. Any deviations from the plans and applications submitted shall render an approved site plan null and void.
- Based on unique characteristics of each parcel and use, the planning board may require additional information to be submitted during the review and approval process. An application shall not be officially filed until all required plans, plats, and support materials are filed with the Town Clerk or Planning Board.
- The applicant is responsible for all fees associated with the application for professional services (engineering and legal) incurred by the town in connection with the review and consideration of the application for such approval.
- A building permit will not be issued prior to approval of the Final Site Plan by the Planning Board, and all fees incurred by the town associated with the application are paid. Sketch Plan approval is an approval in concept and does give applicant consent to start construction.
- In submitting this application, authorization is granted to the Planning Board, its agents, and other town officials to access the site for the duration of the project.
- All applicants must complete a long form SEQR part 1, and an Ag Data sheet with the application.

SITE PLAN:

SKETCH PLAN:

- All applicants are required by town law to provide the items listed in the Sketch Plan checklist and attend a Sketch plan meeting with the Planning Board for all applications to be reviewed by the Planning Board. At the Sketch Plan meeting the applicant will be directed to complete either (1) or more of the following; A Minor or a Major Site Plan, and or, a Minor or Major Subdivision depending on action being requested.

MINOR SITE PLAN:

- All residential projects / structures without an established dwelling located on the site.
- Exterior Alteration – A change in the outside appearance of an existing commercial or industrial building or premises.
- New Construction – Construction of a new building or an addition to an existing structure requiring five (5) or more but less than fifteen (15) parking spaces
- Change in Use – A change in use of an existing building requiring five (5) or more but less than fifteen (15) parking spaces
- Change in Parking Area – Construction, expansion, redesign or alteration of a parking area involving the addition of five (5) or more but less than fifteen (15) new parking spaces.

MAJOR SITE PLAN:

- Any multi family, commercial, industrial, and institutional development.

SUBDIVISION:

MINOR SUBDIVISION:

- Less than (10) acres in size with less than (4) lots and containing no new streets or other physical improvements.
- Land consisting of (10) acres or more intended for agricultural use.

MAJOR SUBDIVISION:

- More than (10) acres in size with more than (4) lots. Disturbance of 1 acre or more for commercial and industrial use and 5 acres or more for residential use.