

**APPLICATION for a SUBDIVISION**

**Applicants please note:**

\*Applications are due by the second Monday of the month.

\*A public hearing will be scheduled for the month following receipt of the application, allowing time for the Town of Eaton Planning Board to receive the Madison County Planning Board report.

\*General Municipal Law 239m requires that most applications received locally be submitted to the Madison County Planning Board for review and recommendation.

\*The County has 30 days from their receipt of the application to respond to the local board.

\*The Planning Board will not make a decision until they receive the County review and recommendation.

\*If a variance is needed the Planning Board will not make a decision until the variance is granted.

**OFFICIAL USE ONLY**

Date received by Town Clerk \_\_\_\_\_

Date of Action \_\_\_\_\_

Date sent to Board members \_\_\_\_\_

Action Taken \_\_\_\_\_

Date of Hearing \_\_\_\_\_

\*\*\*\*\*

Date \_\_\_\_\_

Name of subdivision, if applicable \_\_\_\_\_

Location of property \_\_\_\_\_

Tax Map # \_\_\_\_\_ Acreage \_\_\_\_\_ Number of existing lots \_\_\_\_\_ Number of Proposed lots \_\_\_\_\_

Easements or other restrictions on property \_\_\_\_\_

Surveyor/Engineer: Name: \_\_\_\_\_ Lic. # \_\_\_\_\_

Phone \_\_\_\_\_ Mailing address \_\_\_\_\_

Applicant name \_\_\_\_\_ Phone number \_\_\_\_\_

Address \_\_\_\_\_

I, the undersigned, hereby request approval by the Town of Eaton Planning Board of the above identified subdivision.

\_\_\_\_\_

(Applicant signature)

(Date)

Owner of record of property (if different from applicant) \_\_\_\_\_

Address \_\_\_\_\_

Relationship of applicant to property \_\_\_\_\_

**As owner of record, I hereby give my consent for this application for a subdivision:**

\_\_\_\_\_

(Signature of owner of record)

## ARTICLE 4 — MINOR SUBDIVISION

### Section 410. Information Required For Minor Subdivisions

The following shall be submitted with applications for approval of a Final Plat for a minor subdivision:

1. Name and address of subdivider and professional advisers, including license numbers and seals.
2. Two copies of the minor subdivision Plat, one each to be submitted to the County Clerk and the Town Clerk, drawn with ink on cloth, plus two paper copies. The Plat map (drawn by a licensed surveyor at a scale of one inch to 100 feet, unless otherwise specified by the Planning Board) shall contain the following information:
  - a. Subdivision name, scale, north arrow, and date;
  - b. Subdivision boundaries;
  - c. Contiguous properties and names of owners;
  - d. Total acreage of subdivision and number of lots proposed
  - e. Existing roads, utilities, and structures;
  - f. Water courses (including all FEMA Federal Flood Insurance Hazard Areas), marshes (including DEC-designated wetlands), wooded areas, and other significant physical features on or near the site;
  - g. Proposed pattern of lots, including lot widths and depths, road layout, open space, drainage, sewerage, and water supply;
  - h. Land contours at twenty-foot intervals or less, as required by the Planning Board;
  - i. Reference to all existing and/or proposed restrictions on the land (also see #4 below);
  - j. The location of each perc test hole and deep hole test on each lot with identification numbers and a corresponding table containing the test data (the table can be attached to the map on a separate sheet of paper);
  - k. Any other conditions requested by the Planning Board.
3. One copy of appropriate tax parcel map(s) to enable the entire tract to be shown on one sheet and to show proposed subdivision's location in relation to surrounding parcels and the nearest street intersection.

## Town of Eaton Subdivision Regulations

4. Complete text of all existing and/or intended restrictions on the use of land including easements, covenants, and zoning.
5. Building types and approximate size and cost, if known.
6. SEQR Environmental Assessment Form (EAF); Full or Short form as required by the Planning Board (Appendix A).
7. On-site sanitation and water supply facilities shall be designed to meet the specifications of the State Department of Health, and a statement to this effect shall be made on the application.
8. A statement of all lands owned by applicant within 2000 feet of property under consideration and a brief description of future development plans for any of these lands, if known.
9. For all proposed lots fronting on State or County highways or Town roads, written confirmation from either the NYS Department of Transportation, Madison County Highway Department, or Town Highway Superintendent, as appropriate, that the frontage of all such proposed lots in the subdivision would allow location of a driveway providing safe highway access.
10. Additional information as deemed necessary by the Planning Board.
11. Any required fees.

### Section 420. Waiver of Submission Requirements

When an application concerns a minor subdivision of uncomplicated nature, such as a small subdivision along an existing road that requires no installation of public facilities, the Planning Board may waive certain submission requirements.

## ARTICLE 5—MAJOR SUBDIVISION

### Section 510. Preliminary Plat, Major Subdivision

The following shall be submitted with all applications for approval of a Preliminary Plat for a major subdivision:

1. Name and address of subdivider and professional advisers, including license numbers and seals
2. Three copies of the Preliminary Plat map, drawn to scale. The map scale shall be one inch to 100 feet, unless otherwise specified by the Planning Board, including:
  - a. Subdivision name, scale, north arrow, and date;
  - b. Subdivision boundaries;
  - c. Contiguous properties and names of owners;
  - d. Total acreage of subdivision and number of lots proposed.
  - e. Existing and proposed roads, utilities, and structures;
  - f. Water courses, (including all FEMA Federal Flood Insurance Hazard Areas), marshes (including DEC-designated wetlands), wooded areas, and other significant physical features on or near the site;
  - g. Proposed pattern of lots, including lot widths, depths, and areas, with lot identification numbers;
  - h. Proposed road layout, open space, drainage, sewerage, and water supply;
  - i. Land contours at twenty-foot intervals or less, as required by the Planning Board;
  - j. All parcels of land proposed to be dedicated to public use and the conditions of such use (if desired, conditions can be referenced on map and detailed as an addendum on a separate sheet of paper);
  - k. Reference to all existing and/or proposed restrictions on the land (also see #4 below);
  - l. The location of each perc test hole and deep hole test on each lot with identification numbers and a corresponding table containing the test data (the table can be attached to the map on a separate sheet of paper); and
  - m. Any other conditions requested by the Planning Board.

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3. Copy of appropriate tax parcel map(s).
4. Complete text of all existing and/or proposed restrictions on the use of land including easements, covenants, and zoning.
5. Building types and approximate size and cost (if determined).
6. Grading and landscaping plans.
7. The width and location of any roads or public ways and the width, location, grades, and road profiles of all roads or public ways proposed by the developer.
8. The approximate location and size of all proposed waterlines, hydrants, and sewer lines, showing connection to existing lines.
9. Drainage plan indicating profiles of lines or ditches and drainage easements on adjoining properties.
10. Preliminary plans, drawn to scale and including cross-sections, showing sidewalks, road lighting, roadside trees, curbs, water mains, sanitary sewers, storm drains, the character, width and depth of pavements and sub-base, and the location of any underground cables or other utilities.
11. Preliminary designs for any bridges or culverts.
12. An actual field survey of the boundary lines of the tract, giving complete description of 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 type as approved by the Planning Board, shown on the Plat.
13. Environmental Assessment Form (SEQR Full Form, Appendix A) and a Draft Environmental Impact Statement, if required.
14. Where the preliminary layout submitted covers only a part of the subdivider's entire holding, a sketch of the prospective future road and drainage system of the undivided part shall be submitted for study to the Planning Board.
15. Other properties owned by applicant within 2000 feet of property proposed for subdivision.
16. For all proposed lots fronting on State or County highways or Town roads, written confirmation from either the NYS Department of Transportation, Madison County Highway Department, or Town Highway Superintendent, as appropriate, that the frontage of all such proposed lots in the subdivision would allow location of a driveway providing safe highway access.
17. Additional information as deemed necessary by the Planning Board.
18. Any required fees.

**Section 520. Final Plat, Major Subdivision**

The following shall be submitted with all applications for approval of a Final Plat for a major subdivision:

1. Two copies of the minor subdivision Plat, one each to be submitted to the County Clerk and the Town Clerk, drawn with ink on cloth, plus two paper copies. The map scale shall be one inch to one hundred (100) feet unless otherwise specified by the Planning Board. The following items need to be shown on the Plat:
  - a. Proposed subdivision name and the name of the town and county in which the subdivision is located;
  - b. Name and address of owner of record and subdivider;
  - c. Name, address, license number, and seal of the surveyor and/or engineer;
  - d. The boundaries of the property, locations, graphic scale, and true north point.
  - e. Road lines, pedestrian ways, lots, easements and areas to be dedicated to public use;
  - f. Sufficient data (lengths, bearings, radii, central angles of curves, etc.) acceptable to the Planning Board to determine readily the location, bearing and length of every road line, lot line, and boundary line; such data shall be sufficient to allow for the reproduction of such lines on the ground;
  - g. Location of permanent reference monuments shall be shown ;
  - h. Reference to any deed restrictions or proposed easements and any land maintenance covenants;
  - i. Approval of the State/County Health Department of water supply systems and sewage disposal systems proposed or installed.
2. 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 to their legal sufficiency.
3. An approved Environmental Impact Statement, if required.
4. Construction drawings, drawn to scale by a licensed engineer, including plans, profiles, and typical cross sections, as required, showing the proposed location, size, type and name of roads, sidewalks, road lighting standards, roadside trees, curbs, water mains, sanitary sewer or septic systems, storm drains or ditches, pavements and sub-base, and other facilities.

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5. Evidence of legal ownership of property.
6. Deed restrictions, existing and proposed in form for recording.
7. A certificate by the Codes Enforcement Officer certifying that all infrastructure and improvements have been installed by the developer in accordance with requirements of these regulations and with the action of the Planning Board giving approval of the Preliminary Plat or, alternatively, a written security agreement with the town, approved by the town board and approved by the town attorney as to the form, sufficiency and manner of execution as detailed in Article 7 herein.
8. Any other data such as certificates, affidavits, endorsements or other agreements as may be required by the Planning Board in enforcement of these regulations.

### **Section 530. Waiver of Submission Requirements**

When an application concerns a subdivision of uncomplicated nature, such as a small subdivision along an existing road that requires no installation of public facilities, the Planning Board may waive certain submission requirements.

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.

<b>Part 1 - Project and Sponsor Information</b>				
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?  b. Consistent with the adopted comprehensive plan?	<b>NO</b>	<b>YES</b>	<b>N/A</b>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	<b>NO</b>	<b>YES</b>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	<b>NO</b>	<b>YES</b>	
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 site of the proposed action?	<b>NO</b>	<b>YES</b>	
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: _____	<b>NO</b>	<b>YES</b>	
10. Will the proposed action connect to an existing public/private water supply?  If No, describe method for providing potable water: _____	<b>NO</b>	<b>YES</b>	
11. Will the proposed action connect to existing wastewater utilities?  If No, describe method for providing wastewater treatment: _____	<b>NO</b>	<b>YES</b>	
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?	<b>NO</b>	<b>YES</b>	
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: _____	<b>NO</b>	<b>YES</b>	
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?	<b>NO</b>	<b>YES</b>	
16. Is the project site located in the 100 year flood plain?	<b>NO</b>	<b>YES</b>	
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: _____	<b>NO</b>	<b>YES</b>	

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
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b> 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.

<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)

Two mylar copies of the final map must be submitted for the signature of the Planning Board Chairperson. (Please have 1 mylar copy sized 8 ½” by 11” for filing in the Town record.)

The owner/applicant must sign both copies of the map prior to submission to the Planning Board Chairperson for signature.

The following statement must be printed on the final copies:

This Subdivision was approved by the Town  
of Eaton Planning Board. All Town of Eaton laws,  
ordinances and regulations in effect when any building  
upon this land is contemplated, must be complied with  
prior to building on this land.

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APPROVED:

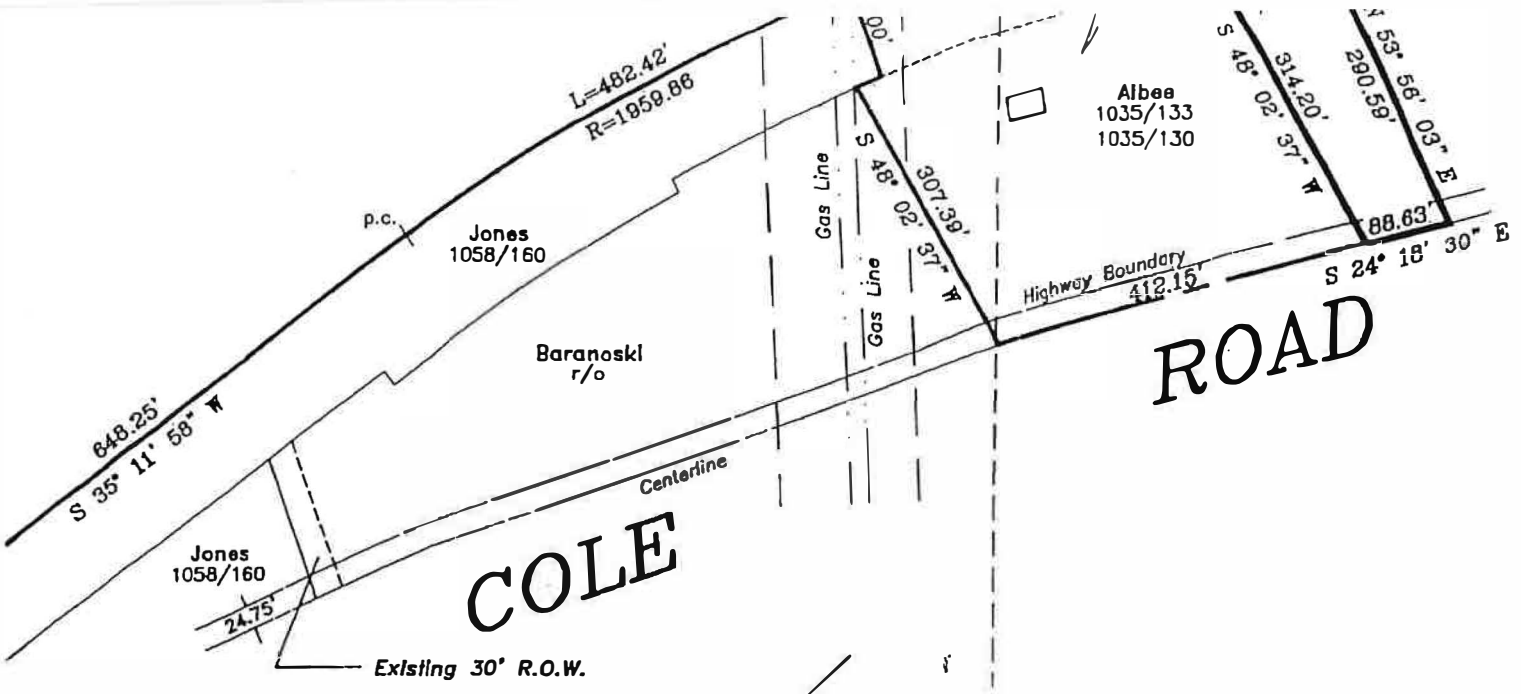
Town of Eaton Planning Board Chairperson	Date
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APPROVED:

Owner	Date
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After the Planning Board Chairperson has signed both maps, both copies must be picked up and taken to the County Office Building in Wampsville. One copy will be filed there. One copy (8 ½” x 11”) will receive a sticker with information concerning the filing with the County. This copy, with sticker, must returned to the Town of Eaton for filing at the Town Office Building.

a  
b  
c



**THIS SUBDIVISION WAS APPROVED BY THE TOWN OF EATON PLANNING BOARD, BUT CERTAIN SUBMISSION REQUIREMENTS WERE WAIVED FOR DETERMINING WHETHER THIS PROPERTY IS SUITABLE FOR BUILDING PURPOSES. ALL TOWN OF EATON LAWS, ORDINANCES AND REGULATIONS IN EFFECT AT THE TIME OF ANY BUILDING UPON THIS LAND IS CONTEMPLATED, MUST BE COMPLIED WITH PRIOR TO BUILDING ON THIS LAND.**

**APPROVED:**

\_\_\_\_\_  
Date \_\_\_\_\_  
TOWN OF EATON PLANNING BOARD CHAIRMAN

**APPROVED:**

\_\_\_\_\_  
Date \_\_\_\_\_  
OWNER

Survey based on Abstract dated 11-27-1995 & above deeds.

Tax Map Num

Alterations or additions to this survey map are prohibited except as provided in Section 7209, Subdivision 2 of the New York State Education Law.

Building location surveys do not include the placing of property corner stakes.

Offsets from property lines measured to foundation walls of buildings unless otherwise indicated.

Valid only when marked with the Land Surveyors original inked seal and signature.

Not valid unless signed in **ink**.

THE UNDERSIGNED SURVEYOR HEREBY CERTIFIES THAT THIS MAP IS MADE FROM AN ACTUAL SURVEY OF THE PROPERTY SHOWN HEREON COMPLETED: July 11, 2001

*David Vredenburg* 10.76. 2001

DAVID A. VREDENBURG, L.L.S. Lic. No. 49159

