

Town of Richford Planning Board

Town Hall, Richford, NY 13835

APPLICATION FORM FOR SUBDIVISION APPROVAL

Subdivision regulations for the Town of Richford are governed by the Town of Richford Subdivision law, adopted August 12, 2003 which is available on the web at www.richfordny.com or at the Town Hall for \$5.00 a copy. This form provides summary information for subdivision. It is strongly recommended that applicants read the Subdivision Law prior to submitting an application.

Note to Applicant:

You are advised to meet with the Planning Board with a preliminary sketch plan (see below) as it may not be necessary to comply with all of the items indicated in Section 402 of the Town of Richford Subdivision Plan and shown on the form. Following the submission of a sketch plan of your proposed subdivision, the Planning Board will indicate, by a check mark on the left hand of this form, the items which must be completed. The review of your subdivision should consist of 3 or 4 steps, as outlined below.

1. Submission of a preliminary sketch plan. The preliminary sketch plan shall consist of a rough outline of the proposed subdivision, and may be a freehand, penciled sketch of the parcel, showing topography, wetlands, the proposed layout of lots, and other features that may be of assistance to the Planning Board in making its determinations. In order for the Planning Board to be more fully informed about the site, the sub-divider is encouraged to arrange a joint inspection of the site with the Planning Board, or an individual appointed by the Chairman to act as the Board's representative for the inspection.
2. Submission of a sketch plan. Applicants may choose to skip step 1 and submit a completed sketch plan. The sketch plan shall include all items indicated in section 402 of the Town of Richford Subdivision law. An on-site inspection of the proposed subdivision may be required.
3. Submission of a Preliminary Plat Plan. Upon submission of a sketch plan, and following any required on-site inspection of the site, the Planning Board will outline, by checking specific items on this application, the specific requirements for preliminary plat submission. Specific requirements will vary according to the size and complexity of the subdivision proposal. In some instances, the Planning Board may waive the requirement for a preliminary plat plan submittal, in which case this application form must be submitted with the final plat plan.
4. Submission of a Final Plat Plan. After any apparent deficiencies in the preliminary plat plan have been corrected, a final plat plan must be submitted to the Planning Board. Your application for subdivision approval will not be considered complete until the final Plat plan has been submitted.

Applicants shall submit seven (7) copies of this completed form, together with other applicable supporting information called for in Section 402 of the Town of Richford Subdivision Law, to the Planning Board at least forty five (45) days before the date of a regular Planning Board meeting to obtain possible consideration for Conditional Approval at that meeting. Meetings are held at 7 p.m. the first Wednesday of each month at the Town Hall, Bowery Lane, Richford. ***Applicants should be present when Preliminary and Final Subdivision Approvals are considered*** by the Planning Board.

Town of Richford Subdivision Application Form

1. Name, Address, Phone Number(s), & E-Mail of Applicant:

APPLICANT:

Name: _____ Title/Role: _____

Address 1: _____

Address 2: _____ City, State, & Zip Code: _____

Telephone: _____ Cell Phone: _____ E-Mail: _____

2. Name, Address, Phone Number(s), & E-Mail of Owner(s) of Properties to Be Subdivided:

OWNER:

(if other than applicant) Name: _____ Title/Role: _____

Address 1: _____

Address 2: _____ City, State, & Zip Code: _____

Telephone: _____ Cell Phone: _____ E-Mail: _____

3. Location/Street Number, Tax Map Parcel Number(s), & Present Use(s) of Property to Be Subdivided:

4. Reason for Subdivision (check one):

- Adjust lot line with neighbor Create one or more new building lots
 Permit additional building on existing lot Other: _____

5. Attach seven (7) copies of map showing proposed Subdivision of property involved, to a reasonably accurate scale on 8½"x11" or 11"x17" paper, whichever is appropriate, with property line dimensions and area (acres) for existing and proposed lots.

I hereby certify that the information on this form and supporting application information are true and accurate, and conforms with the Town of Richford Subdivision Law. I agree to pay all consultant, administrative, and/or application fees required for the review of this application.

Applicant Signature: _____

Date: _____

Town Planning Board use only

Application # _____

Fee: \$ _____ Paid : _____ Approved on: _____

Town of Richford Subdivision Sketch Plan Application Form

- A. Base Map** - A base map of the proposed site, to scale, that enables the entire parcel which includes the proposed subdivision to be shown on one sheet. The base map shall include topographic intervals of not more than 10'. The base map and all other maps shall contain the subdivision name or title and the name of the town and county in which it is located and the scale, North point and date.
- B. Map Scale** - All maps shall be at a scale that clearly shows the proposed subdivision. Where such maps exceed 11" x 17", each map shall also be rendered to scale on 11" x 17" or 8.5" x 11" (whichever is more appropriate) paper.
- C. Existing Conditions** - Existing conditions of the site, including as appropriate;
1. Existing structures and adjacent roads and railroad rights-of-way;
 2. Property lines;
 3. Floodplains, wetlands, steep slopes (>15%);
 4. Vegetation, including woodlands, fields, pastures, tree lines;
 5. Surface waters, including creeks, streams, springs, lakes and ponds;
 6. Historic, archeological, cultural sites or burial grounds; and
 7. Unique natural areas.
- D. Owner and Developer Information** - Developer information, including the name and address of the owner, applicant, subdivider and any professional advisors, and previous experience in subdividing and/or developing land.
- E. Adjoining Property Owners** - Names of all adjoining property owners as disclosed by the most recent municipal tax records within five hundred feet (500') of any perimeter boundary of the tract of land containing the proposed subdivision. A letter should be mailed to all property owners located within five hundred feet (500') of the perimeter boundary of the tract of land containing the proposed subdivision, giving notification of the intent to subdivide.
- F. Proposed Subdivision** - The proposed subdivision, including:
1. The subdivision boundaries and boundaries of all adjoining properties and tax parcels within five hundred feet (500') and the names of their owners;
 2. All existing restrictions on the use of land, including easements, rights-of-way, and covenants, if any;
 3. The location of that part which is to be subdivided, in relation to the entire tract;
 4. All existing and proposed utilities, streets and driveways;
 5. Total acreage of the subdivision, number of lots proposed, and specifics of each lot, including acreage, dimensions, and price;
 6. The proposed pattern of lots, utilities, the street layout, recreation areas, systems of drainage, sewerage and water supply within the subdivision area;
 7. Building types and approximate size and price;
 8. Suitability of land to support wells and septic systems for all proposed lots; or suitability of public systems (if any) to support the water and sewer needs of all proposed lots.
- G. Proof of Payment of Fee** - A receipt for the payment of the sketch plan application fee must be filed with the application as evidence of payment.

Town of Richford Subdivision Preliminary Plat Application Form

- A. Title Block** - All maps and drawings shall include a title block including:
1. The proposed subdivision name or title, the name of the town and county (Town of Richford, Tioga County, New York), tax parcel number(s), scale, North point and date;
 2. The name and address of the record owner, applicant, and subdivider;
 3. Name of planner, architect, engineer, land surveyor (including license number), landscape architect, and other person(s) who prepared the plan; and Name of owners of record and tax parcel numbers of adjoining property.
- B. Vicinity Map** - A vicinity map showing the general location of the subdivision, including all public lands within 1000 feet (1,000') of the proposed subdivision and all structures within 500 feet (500') of the proposed subdivision, at a scale that enables the entire parcel which includes the proposed subdivision and vicinity to be shown on one sheet. The vicinity map shall include topographic intervals of not less than 10'.
- C. Site Map** - If the application does not include the owner or subdivider's entire property, include a map of the entire tract showing the area of the proposed subdivision and a general layout of any probable future development, open space reservations, or other land use on the remainder of the property.
- D. Existing Conditions** - A preliminary plat(s) of the subdivision showing existing conditions of the site, including as appropriate;
1. Existing structures and adjacent roads and railroad rights-of-way;
 2. Floodplains, wetlands, steep slopes (>15%);
 3. Vegetation, including woodlands, fields, pastures, tree lines;
 4. Surface waters, including creeks, streams, springs, lakes and ponds;
 5. Existing wells, springs, and sewage systems on the property or within 500 feet of any boundary;
 6. Existing drainage facilities, including ditches, ponds, and culverts, and, as appropriate, locations, invert elevations, sizes and gradients;
 7. Topography with contours of no more than five (5) foot intervals elsewhere;
 8. Historic, archeological, or cultural sites or burial grounds;
 9. Streets and intersections, including name, location, width of right-of-way and pavement, centerline elevations at intersections and other critical points;
 10. Rights-of-way and easements, including location, width, owner and any use restrictions;
 11. Unique natural areas;
 12. Utility systems, including water, sewage disposal, gas, electric, and as appropriate, size and owner; and;
 13. Test hole data with date, location, and graphic representation of findings.
- E. Proposed Subdivision** - The proposed subdivision, including as appropriate:
1. The names of all adjoining property owners and the names of adjoining developments;
 2. Contours with intervals of not more than five (5) feet. A grading plan shall be submitted if existing contours are to be changed more than five (5) feet.
 3. A field survey map of the boundary lines of the tract, showing bearings and distances, made and certified to by a licensed land surveyor.
 4. The location and dimensions of existing and proposed property lines, including the entire area proposed to be subdivided and the remainder of the tract belonging to the applicant.
 5. All pertinent features, including existing and proposed structures, streets, railroads, water bodies, streams, swamps, forests, fields, rock outcrops, parks, playgrounds, green areas and other open space and screen plantings and street trees;

6. The location, width and approximate grade and names of all proposed streets. Elevations shall be shown at the beginning and end of each street, at street intersections and at all points where there is a decided change in slope or direction;
7. The location, dimensions, area and number of all lots and blocks, proposed and existing.
8. The location and dimensions of all property to be dedicated for public use and the conditions of such dedication;
9. Where the topography is such as to make difficult the inclusion of any of the required facilities within the public areas as laid out, the preliminary plat shall show the boundaries of proposed permanent easements over private property, which permanent easements shall not be less than twenty (20) feet in width and which shall provide satisfactory access to a public street or open space shown on the subdivision plat;
10. The location of existing and proposed septic systems, wells, sewers, water mains, storm drainage and culverts, with pipe sizes and direction of flow, both on the property and adjacent;
11. The location and type of erosion control measures;
12. The location and size of all existing and proposed ponds, drainage areas and other water retention areas designed for runoff control, recreation, or fire protection;
13. The location of existing and proposed utilities, on the property and adjacent, including gas lines, fire hydrants, electric and telephone facilities and streetlights;
14. The proposed provision of water supply, fire protection, disposal of sanitary wastes, stormwater drainage, electric lighting, and sidewalks. Where on-site water supply systems are proposed, the quality and quantity of water available shall be indicated;
15. The location of soil percolation tests;
16. Construction plans, profiles, cross-sections and other drawings as required to show the proposed location and types of all improvements;
17. Preliminary designs of any bridges or culverts that may be required; and
18. Any other data required by the Planning Board as discussed in the Sketch Plan Review (Sections 403 - 406).

F. Soil percolation tests - Soil percolation tests shall be required in all proposed subdivisions, where no public sewers are available, as follows:

1. Soil percolation tests shall be conducted according to the most recent standards set by the State Department of Health.
2. Tests should be made to ascertain the surface soil, rock and groundwater conditions; the depth to groundwater (unless the test pits are dry at a depth of five (5) feet below finished grade); and the location and results of soil percolation tests, if individual sewage disposal is contemplated.
3. Tests will be required on a basis of one (1) test for each lot, in the approximate location of the proposed building
4. The Code Enforcement Officer shall be notified of the time such tests are to be taken and may be privileged to observe tests at any time or may require further testing or soil investigation if there is any question about results or findings.
5. Results of the soil percolation tests shall be used to set minimum lot size: each lot must be of sufficient length and width so as to allow for installation and function of septic and well in all lots within the subdivision and adjacent or distant property.

G. Supporting documentation - Supporting documentation including, as appropriate:

1. Erosion control plans for any area to be developed;
2. A traffic access and impact study addressing the need for improvements to existing roads to maintain a satisfactory level of service and safety and appropriate access provisions for the proposed subdivision;
3. Fully completed Part 1 of the Full Environmental Assessment Form;
4. An engineering study providing estimated storm water runoff under pre-development conditions and under post-development conditions for a 2-year, 10-year, 25-year, and 100- year storm event.

- H. Notification of neighbors** - A copy of the letter mailed to property owners located within five hundred feet (500') of the perimeter boundary of the tract of land containing the proposed subdivision, giving notification of the intent to subdivide, and the names of notified property owners.
- I. Proof of Payment of Fee** - A receipt for the payment of the Preliminary Subdivision Plat application fee must be filed with the application as evidence of payment.