

TOWN OF SCHROEPPEL
CHECKLIST FOR SUBDIVISION APPLICATIONS

Established by the Town Board in accordance with Article 16 of the Town Law, the Planning Board has the power and authority to approve a subdivision of land within the Town of Schroepfel.

A proposed subdivision is a "simple subdivision" if it involves a minor adjustment of existing lot lines, or involves the elimination of an existing lot line so as to consolidate one or more lots into a lesser number of lots, which creates no new streets, curb cuts, infrastructure or building lots. Simple subdivisions are handled by the Code Enforcement Officer.

~~All other subdivisions are reviewed by the Planning Board. The Code Enforcement Office will not forward any application to the Planning Board for consideration until the application is determined to be complete by submittal of the following items:~~

- ~~Completed Application (obtain from Code Enforcement Officer)~~
- Application fee
- Completed SEQR form (obtain from Code Enforcement Officer)
- Preliminary plan, which contains, at minimum, the following:
 - Maps must include title, approximate scale, North arrow and date.
 - Site maps must be on a topographical survey map, to a scale of 1 inch to 100 feet, showing contours, bearing and distances of tract boundary lines, utilities, streets, location of percolation tests, names of adjoining landowners and subdivisions, streets, and blocks and lots, and surveyed tie-ins to the nearest cross street or road.
 - Development data, which includes existing and proposed utilities, total acreage, the number, dimension and area of proposed lots, building types and approximate square footage, results of percolation tests, schedule of operations and applicable zoning districts.
 - Legal data, which includes the contact information for the applicant and owners, draft restrictions and covenants, and draft offers of cession for utilities and recreational areas (if applicable).

In addition, to expedite the subdivision process, it is recommended that an applicant:

- Consult with the Oswego County Department of Health if more than 5 lots are proposed;
- Perform percolation tests if subsurface leaching for waste disposal is proposed;
- Consult with the Oswego County Department of Health and Town Engineer if a sanitary sewerage system and/or a water main must be installed;
- Consult with the Town Engineer concerning storm drainage;
- Indicate on the preliminary plan the general soils for review by the Town Engineer;
- Submit 15 copies of the preliminary plat for distribution by the Planning Board to interested parties.

This Section to be completed by town official

Name of Subdivision _____ Date received: _____

Subdivision Classification:

____ Simple Subdivision

____ Minor Subdivision A (2-10 lots) without new streets, drainage issues or utilities

____ Minor Subdivision B (2-10 lots) with new streets, drainage issues or utilities

____ Major Subdivision A (over 10 lots) without new streets or utilities

____ Major Subdivision B (over 10 lots) with new streets or utilities

Application fee \$ 150.00 Date _____

Attorney fee Minor Subdivision A \$ 250.00 Date _____

Minor Subdivision B \$ 750.00 Date _____

Major Subdivision A \$1,000.00 Date _____

Major Subdivision B (preliminary) \$1,500.00 Date _____

(Final, per section) \$ 4,000.00 Date _____

PCD / PUD \$5,000.00 Date _____

PCD / PUD Amendment \$ 1,200.00 Date _____

Engineering fee \$ _____ Date _____

**TOWN OF SCHROEPPEL
SUBDIVISION APPLICATION**

This section to be completed by applicant

Site Information:

Number of Lots: _____ Site acreage: _____ Zone: _____

Tax Map No. (s) _____

1) Name of Subdivision _____ Location _____

2) Developer _____
Mailing Address (All correspondence will be sent to this address)
Street _____
City, State and Zip Code _____
Phone Number _____ E-mail _____

3) Owner _____
Street Address _____
City, State and Zip Code _____
Phone Number _____ E-mail _____

4) Attorney: _____
Street Address _____
City, State and Zip Code _____
Phone Number _____ E-mail _____

5) Engineer: _____
Street Address _____
City, State and Zip Code _____
Phone Number _____ E-mail _____

6) Surveyor: _____
Street Address _____
City, State and Zip Code _____
Phone Number _____ E-mail _____

7) Public Services Facilities:

- a. School District: _____
- b. Fire District: _____
- c. Water District: _____
- d. Sewer District: _____
- e. Special Districts: _____

8) Submit a completed Supplemental Application Agricultural Districts and Agricultural Data Statement (attached to this application)

- 9) Submit a Short Environmental Assessment Form applicant portion completely filled out and signed, for projects classified as minor or major subdivisions (form attached to application. A Full Environmental Assessment Form (FEAF), completely filled out and signed for a major subdivision preliminary plan or Type I action as defined by NYCRR Part 617 (this form may be obtained at the Code Enforcement Office)

Note: Before and application can be considered ready for submittal to the Town of Schroepel Planning Board the Applicant must:

- (1) Pay all applicable fees: application fee / attorney fee / engineering fee
- (2) Submit all copies requested below, at least ten (10) business days prior to the Planning Board meeting. The Planning Board generally meets the fourth Thursday of each month. Any questions call the Code Enforcement Office at (315) 695-6075

FIFTEEN (15) copies of each of the following:

Sketch Plan as defined in 81-26 of the Code of the Town of Schroepel as listed below

- A. All maps shall include title, approximate scale, North arrow, tie in to nearest intersection and date.
- B. Site maps shall be on a topographical survey map as required for the preliminary plan or an enlargement of the most recent United States Geological Survey quadrangle to a scale of one (1) inch to two hundred (200) feet and showing contours at intervals of not more than twenty (20) feet and shall have:
- (1) Subdivision boundaries
 - (2) Park and recreation areas, if proposed
 - (3) Names of owners and approximate boundaries of all contiguous properties more than one (1) acre in area.
 - (4) Town farm lot numbers
- C. Development data shall include:
- (1) Land characteristics of the site
 - (2) Availability of existing and proposed utilities, schools, parks and playgrounds
 - (3) Total acreage of subdivision and number of lots proposed and area of each lot
 - (4) Typical width and depth of lots.
 - (5) Buildings types and approximate square feet of living area in dwellings.
 - (6) Zoning districts in accordance with the Town of Schroepel zoning map
- (2) Application completely filled out and signed by applicant and owner along with all fees paid for application, attorney and engineer as needed.

Specifications for Preliminary Plan (81-27), Final grading plan (81-28) and Final plat (81-29) may be obtained from the Code Enforcement Office if needed.

8. _____ Date: _____
Applicant's signature

9. _____ Date: _____
Property owner's signature

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.

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	YES
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.		<input type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency?		NO	YES
If Yes, list agency(s) name and permit or approval:		<input type="checkbox"/>	<input type="checkbox"/>
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			

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 <input type="checkbox"/>	YES <input type="checkbox"/>
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 <input type="checkbox"/>	YES <input type="checkbox"/>
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 <input type="checkbox"/>	YES <input type="checkbox"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
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?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>

	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?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

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)

PRINT

**TOWN OF SCHROEPPEL
SUPPLEMENTAL APPLICATION AGRICULTURAL DISTRICTS
AND
AGRICULTURAL DATA STATEMENT**

Name and Address of applicant:

1. This property is within an Agricultural District containing a farm operation or is on property with boundaries within five hundred (500) feet of a farm operation located in an Agricultural District

_____ NO _____ YES, if yes complete parts 2, 3 and 4
2. Description of the project (i.e. application for a site plan review, subdivision, planned development) and its location (address and property metes and bounds description)
3. Name and address of owners of land within the agricultural District containing farm operations and which is located within five hundred (500) feet of the boundary of the property upon which the project is proposed.
4. Attach a copy of the tax map showing the site of the proposed project relative to the location of farm operations identified in this statement.

I, the applicant, have made the above determinations by a review of the Town Real property tax maps and the applicable agricultural district maps.

applicant

owner