

ARTICLE 5: SUBMISSION REQUIREMENTS

Section 500 - Planning Board Review

AD land divisions and subdivisions subject to review as herein defined must be submitted to the Planning Board for their review, accompanied by the materials described in this Article.

Section 510 - Materials To Be Submitted - Land Divisions

1. Name and Address of Applicant, including any professional advisers.
2. A sketch of the proposed land division, showing the projects proposed features including lots, blocks and sites, means of access and egress, and other pertinent features.
3. A description of the current condition of the site including onsite environmental features and surrounding land uses.
4. A description of the proposed uses of the site.

Section 520 - Materials To Be Submitted - Subdivision Preliminary Plot

1. Name and address of subdivider and any professional advisers, including license numbers and seals.
2. Three copies of a map of the property, drawn to scale, at a scale of (1) inch to fifty (50) feet or one (1) inch to one hundred (100) feet, showing the following:
 - a. Subdivision name, scale, north arrow and date.
 - b. Subdivision boundaries.
 - c. Contiguous properties and names of owners.
 - d. Existing and proposed sidewalks.
 - e. Water courses, marshes, wetlands, wooded areas, public facilities, and other significant physical features on or near the site.
 - f. Proposed pattern of lots, including lot widths and depths, road layout, and open space.
 - g. Land contours at ten (10) foot intervals, or other suitable indicators of slope.
 - h. Proposed alterations of existing topography.
 - i. The preliminary location and layout of any proposed drainage and community water supply and sewage disposal facilities, if necessary.
3. Copy of tax map(s), showing all parcels effected.
4. Building types, approximate size, approximate cost, and tentative location, (at the discretion of the Planning Board).
5. All parcels of land proposed to be dedicated to public use and the conditions of such use.
6. 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.
7. Plans showing sidewalks, road lighting, roadside trees, curbs, water mains, sanitary sewers and storm drains, the character, width and depth of pavements and sub-base, and the location of any underground cables.
8. Preliminary designs for any bridges or culverts.

9. The environmental assessment form as required by the state Environmental Quality Review Act (SEQR).
10. Other information as required by the Planning Board that in their opinion is necessary for a complete understanding of the subdivision proposal.
11. Completed Subdivision Review Application.

Section 530 - Materials to be Submitted - Subdivision Final Plot

1. The materials described in Section 520 - Items 1-10.
2. Three copies of a map at a scale of 1 inch to 50 ft. or 1 inch to 100 ft., showing the final layout and design of any proposed drainage and community water supply, and sewage disposal facilities.
3. Information regarding the certifications, and, pending or secured permits of any other agency required for the subdivision or any of its elements including, but not limited to, the New York State Department of Transportation, the Jefferson County Highway Department, the New York State Department of Health, the New York State Department of Environmental conservation, and the United States Army Corps of Engineers.

Section 540 - Waiver of Submission Requirements

1. 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.