

SUBDIVISION REVIEW CHECKLIST
(For Minor Applications)

PEDD guideline for plan review only. For full requirements refer to applicable regulations.

NAME OF PROPOSED PROJECT: _____

ADDRESS OF PROPOSED PROJECT: _____

NAME OF APPLICANT: _____

- Date Submitted:

- Date Checked:

- Checked By:

1.	LAND USE BACKGROUND:	yes	no
	Access to public highway	___	___
	Variance granted	___	___
	Previous subdivision approvals granted	___	___
	Proposal in conformance with Comprehensive Plan	___	___
	County Planning Board referral required	___	___
	Public Highway, Water, or Sewer proposed (if so, minor application is not applicable)	___	___
	County Health Dept. Approval required	___	___
	County or State Highway approval required	___	___

2. ENVIRONMENTAL BACKGROUND:

SEQR classification: Type II__ Unlisted__ Type I__ Exempt or excluded__.

		yes	no
	Site affected by Watercourse area	___	___
	Site affected by Wetlands (State or Federal)	___	___
	Site affected by Flood Plain	___	___
	Site affected by Airport noise height restrictions	___	___
	Site on National Register of Historic Places	___	___
	Site adjacent to public park or open space	___	___
	Site on State map of archeologically significant areas	___	___
	Site within 500 feet of an agricultural district	___	___
	Site within one mile of Town landfill	___	___
	Site within boundary of any G.E.I.S. area (specify): _____	___	___
	Site affected by other features of environmental significance (specify): _____	___	___

3. A narrative description of the proposed project, addressing its scope of operation, purpose, justification and impact on the immediate area of influence and the town in general (school, traffic generation, population, utilities aesthetics and land use compatibility) and including the following:

- a.) Address of site (street and number) _____
- b.) Name of applicant _____
- c.) Site zoning _____
- d.) Project acreage _____
- e.) Description of existing site and use _____
- f.) Description of intended site development and use _____
- g.) Proposed number of lots _____
- h.) Impact on adjoining property:
noise, visual, drainage, other _____
- i.) Anticipated impact on services: (quantify and discuss impacts)
 - traffic _____
 - sewer _____
 - water _____
 - solid waste _____
 - schools _____
 - recreation _____

4. A subdivision plan outlining the proposed design at a scale of 1" = 10', 1" = 20', 1" = 30', 1"=40', or 1" = 50'; sheet size shall be 22" x 34" or 30" x 42", folded to 8½"x11"; plan shall show:

- a.) Title block with names of project, applicant, and map preparer; address of site; date of map; and work record with revision dates _____
- b.) 3" x 3" block for PEDD approval stamp (at lower right side of plan) _____
- c.) Location and zoning plan at scale of 1" = 2000', oriented same as site plan _____
- d.) North arrow _____
- e.) Existing topography at contour intervals of 2' or less, extending 100' from the site, and based on a NGVD 1929 benchmark. (show benchmark on plan) _____
- f.) Existing vegetation, watercourses, and other natural features _____
- g.) Existing structures and site improvements within 50' of the property _____
- h.) Existing utilities (location and size) _____
- i.) Names of all adjoining property owners and existing use of properties _____
- j.) Location and names of existing adjacent streets, including paper streets _____
- k.) Existing zoning, with location of any district boundaries within 100' of property to be developed _____
- l.) Existing limits of the Latham Water District _____
- m.) Fire and school district boundaries within the site. _____
- n.) Typical lot layout plan _____
- o.) Exact boundary and lot lines, including bearings and distances _____
- p.) Lot areas in square feet _____
- q.) Lot numbers, as approved by the Town Assessor _____
- r.) Front building setback line, with setback dimension _____
- s.) Location of all easements, with boundary data for proposed easements. Easements must be numbered for identification _____

t.) The following standard notes:

- 1) Subdivision consists of _____ acres of land divided into _____ lots. _____
- 2) Subdivision is located in _____ zoning district. _____
- 3) Applicant's name is _____. _____
- 4) The subdivision lies within the _____ school district and the _____ fire district. _____
- 5) Building setback lines are shown on this plan for illustrative purposes, based on current Land Use Law requirements, and are not intended to represent conditions of approval of the subdivision. _____
- 6) All elevations shown hereon are related to National Geodetic Vertical Datum (NGVD 1929). _____
- 7) The subdivision lies inside/outside/partially within the Latham Water District. _____
- 8) The Applicant shall comply with all applicable federal, state, and local laws, rules and regulations, including but not limited to the State Environmental Quality Review Act (SEQR), Freshwater Wetlands Permit Regulations, the Town Grading Law, the Town Watercourse Area Management Law, and the Town Flood Plains Management Law. _____
- 9) The Applicant shall be responsible for keeping existing public highways and adjacent lands free of debris, soil, and other matter which may accumulate due to construction related to the site. _____
- 10) All required erosion control measures shall be installed and the Department of Public Works, Bureau of Engineering shall be notified prior to issuance of any grading permit or any soil disturbance. _____
- 11) No slope shall exceed 3 horizontal to 1 vertical unless otherwise shown on these plans. _____
- 12) Backfill used in trenches excavated in existing roadways shall be placed in maximum 6-inch lifts and compacted by means of a mechanical compactor between lifts. _____
- 13) Backfill material around proposed or existing structures shall be placed in maximum 6-inch lifts and compacted by means of a mechanical compactor between lifts. _____
- 14) Buildings with basements or crawl spaces will be allowed only on lots with direct access to a storm sewer catch basin or junction box and shall have a plastic pipe with a check valve for a sump pump connection. _____
- 15) No sump pump, cellar or footing drain shall be connected to any sanitary sewer. _____
- 16) All plant materials installed pursuant to this subdivision plan shall conform to the American Standard Nursery Stock (ANSI Z60.1-1986) of the American Association of Nurserymen or equivalent recognized standard, and shall be installed and maintained in accordance with accepted industry practice. _____
- 17) A minimum of two trees of 2½" minimum caliper (deciduous trees) or 6' minimum height (evergreen trees) shall be preserved or planted in each front yard. _____

u.) Landscaping

- 1) Existing to be preserved _____
- 2) Proposed species, size, location _____
- 3) Deciduous trees 2-2 1/2" cal. min. _____
- 4) Evergreen trees 5' ht. min. _____

- v.) Grading plan (on separate sheet), which shall show:
 - 1) Existing and proposed contours at 2' intervals _____
 - 2) Schematic locations of proposed structures on each lot _____
 - 3) Proposed lot layout _____
 - 4) Rim elevations for storm structures _____
 - 5) Invert elevations for end sections _____
 - 6) Clearing and grading limit lines _____
 - 7) The following standard grading notes:
 - [a] The finished garage floor elevation for the houses on this plan shall be required to be a minimum of 18 inches above the intersecting point of the projected center line of the driveway and the center line of the roadway. _____
 - [b] Driveway grades shall not exceed 10%. _____
 - [c] Swales must be provided between houses along the side lot lines, and at the rear of houses where the rear yard slopes toward the house to divert surface runoff away from the houses. The centerline of swales at the rear must be a minimum of 10 feet from the foundation. _____
 - [d] In areas of proposed fill, all existing vegetation and other organic material, including the root mat, shall be removed prior to placement of the fill. The material shall be disposed of in an appropriate off-site facility, or processed for reuse on-site in a manner that will not be conducive to adverse effects of decomposition, such as the production of odors or of concentrations of noxious or explosive gases, or the creation of unstable subsurface conditions. The proposed method of on-site processing and reuse shall be specified in the grading permit application and may require certification by a licensed professional engineer as a safe and effective means of disposal. _____
 - [e] No vegetation or other waste materials shall be buried on the site. _____
 - [f] All fill placed on the site shall be as free of organic material as is practicable. _____
 - [g] Proposed erosion control measures _____
 - w.) Stamp and signature of a New York State licensed professional - plans shall be prepared by an engineer, surveyor, architect or landscape architect licensed by the State of New York and authorized under their New York license to execute the plans and contents thereof _____
- 5. Photograph(s) of site _____
 - 6. Digital image files (TIF or Auto CAD) of full set of subdivision plans in format acceptable to the PEDD. _____
 - 7. Approved Building Department zoning verification determination _____
 - 8. Storm Water Pollution Prevention Plan including Storm Water Management Report in accordance with the Town's standard format and Highway and Drainage Standards. _____

- 9. Such additional reports, maps or materials as the Planning and Economic Development Department may reasonably request and deem necessary to make the determinations required by the New York State Environmental Quality Review Act and Chapter 190 of the Town Code. _____
- 10. Application form complete _____
- 11. Environmental assessment form complete _____
- 12. Affidavit by applicant stating that he or she has searched or caused to be searched all available public records and the names of property owners shown on the map are correct as of the date of the map. _____
- 13. Affidavit by surveyor stating that he or she has searched all available public records and the limits and owners of all properties shown on the map are correct as of the date of the map. _____
- 14. A copy of any restrictive covenants proposed by the applicant, or a letter from the applicant stating that no such restrictions will be applied. _____
- 15. County Public Works Department or New York State Department of Transportation approval, if applicable. _____
- 16. New York State Department of Environmental Conservation approval, if applicable. _____
- 17. Metes and bounds description and 8 1/2 " x 11 " map, prepared and signed by a licensed surveyor, of any area of the subdivision outside the limits of the Latham Water District. _____
- 18. Review fee paid _____

COMMENTS ON SUBMISSION/REVIEW: