TOWN OF CORINTH
600 PALMER AVENUE
CORINTH, NEW YORK 12822
PHONE: (518) 654-9232
FAX: (518) 654-7751

SUBMISSION REQUIREMENTS FOR MAJOR SUBDIVISIONS

***Application deadline is NOON, 10 business days PRIOR to the meeting date. ***

Planning Board meetings are held at 6:00PM on the third Thursday of the month at the Corinth Town Hall, 600 Palmer Ave.

***PDF file(s) of All submission materials (send files to: boardclerk@townofcorinthny.gov **)

PRELMINARY: The preliminary submission requirements for a major subdivision, defined as having **four (4) lots or more** (§ 112-1B), shall include the following (see § 112-11A):

☐ 1. **Eight (8)** copies of completed Town of Corinth subdivision application.

☐ 2. **Eight (8)** copies of a completed full environmental assessment form as required by the State Environmental Quality Review Act (SEQRA) under Article 8 of the Environmental Conservation Law and its implementing regulations.

☐ 3. A statement of all approvals required from all other local or state agencies.

☐ 4. **Eight (8)** paper copies of a plat to a scale not smaller than fifty (50) feet to the inch, drawn accurately to scale. All sheets shall be thirty by forty-two (30 x 42) inches, twenty-four by thirty-six (24 x 36) inches, seventeen by twenty-two (17 x 22) inches or eight and one-half by fourteen (8 1/2 x 14) inches in size. When more than one sheet is required, all shall be the same size, and an index sheet of the same size shall be provided showing the entire subdivision to an appropriate scale.

Required components of a **preliminary submission** include:

- ☐ All existing adjacent roadways, highways or other major public or private improvements planned for future construction on or near the proposed subdivision.
- ☐ All contiguous land owned or under option by the owner and all existing lot lines within the subdivision with a street and lot plan for its development.
- ☐ Water elevations and subsurface information, including groundwater elevation and percolation information.
- ☐ Regulated wetlands, classified streams, and the boundary and elevation of one-hundred-year floodplains.
- ☐ Existing and proposed property lines, present zoning and building setback lines, easement and right-of-way lines, with dimensions, azimuths or angle data and curve data.
- ☐ Names of the owners of all adjacent property.
- ☐ Property reserved by the owner or dedicated to the public use.
- ☐ North arrow.
- ☐ Standard title block with the current revision date.
- ☐ Key map.

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- ☐ Proposed use of each lot.
- ☐ Contour lines at two (2) foot intervals to United State Geological Survey datum.
- ☐ Watercourses, marshes, rock outcrops and other important land features.
- ☐ Right-of-way lines, street paving and street stationing.
- ☐ Sanitary sewer/septic systems, gas lines and water lines/wells with all appurtenances (labeled to show size and material of each).
- ☐ Location of existing wells and septic systems on adjacent parcels (if applicable).
- ☐ A unique number assigned to each lot known as "the realty subdivision lot number". This number must be shown on each lot on the surveyors' portion of the subdivision plan. If there is more than one phase to a project, the lots will be numbered consecutively from one phase to the next, i.e. if Phase One has forty-seven (47) lots, each one will be number one to forty-seven (1-47) and Phase Two will begin with lot forty-eight (48). **The realty subdivision lot number must be the most visibly prominent number shown within the lot.**
- ☐ Plans are consecutively numbered, beginning with the cover sheet and including all sheets regardless of surveying/engineering plans. If filing a "revised" map, reference the previously filed map as well.
- ☐ Signature and seal of a professional engineer and/or a land surveyor, both registered in New York State, or a qualified land surveyor under § 7208, Subdivision n, of the State Education Law.

☐ 5. **One (1)** copy of a plan/profile for each street with a horizontal scale of fifty (50) feet to the inch and vertical scale of five feet to the inch. The **preliminary submission** should show all the information required for the final submission, except that approximate stationing may be shown. In addition, profiles of present surfaces shall be shown on the center line and both right-of-way lines of all streets and on the center line of all easements. **See page 4 for a list of the components of for the final submission.**

☐ 6. **Eight (8)** copies of a statement detailing the means of dedication of areas proposed to be dedicated to public use, i.e., fee or easement.

☐ 7. **Eight (8)** copies of a draft detailing protective covenants and restrictions proposed by the owner to regulate land use in the subdivision and protect the proposed development.

☐ 8. **Eight (8)** copies of a preliminary design for all proposed bridges and culverts.

☐ 9. Additional information requested by the Planning Board as part of the preliminary submission (if applicable).

☐ 10. All forms and preliminary plats and fees submitted to the Planning Department a minimum of **ten (10) days** prior to the Planning Board's meeting date. Fees for major subdivisions are $500 for the first three (3) lots and $50 for each additional lot.

☐ 11. Attached letter stating the reasons the above requirement(s) **#**_____ could not be completed at this time.

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Signature _____ _____
Property Owner Date

Signature _____ _____
Property Owner's Agent Date

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FINAL: The final submission requirements for a major subdivision, defined as having **four (4) lots or more** (§ 112-1B), shall include the following (see § 112-11B):

☐ 1. **One (1)** copy of completed Town of Corinth subdivision application.

☐ 2. **One (1)** copy of a completed full environmental assessment form as required by the State Environmental Quality Review Act (SEQRA) under Article 8 of the Environmental Conservation Law and its implementing regulations.

☐ 3. A statement of all approvals required from all other local or state agencies.

☐ 4. **Eight (8)** paper copies and **two (2)** reproducible copies on Mylar of a plat to a scale not smaller than fifty (50) feet to the inch, drawn accurately to scale. All sheets shall be thirty by forty-two (30 x 42) inches, twenty-four by thirty-six (24 x 36) inches, seventeen by twenty-two (17 x 22) inches or eight and one-half by fourteen (8 1/2 x 14) inches in size. When more than one sheet is required, all shall be the same size, and an index sheet of the same size shall be provided showing the entire subdivision to an appropriate scale.

A **final submission** requires all the components of a preliminary submission, in addition to the following:

- ☐ Street names.
- ☐ Street name signs or a letter of intent to install signs in locations approved by the Town.
- ☐ Monuments, iron pipes and bench marks (existing and proposed).
- ☐ House number for each lot. In general, numbers should increase from east to west and south to north.
- ☐ If an on-site water supply is to be utilized, a note stating: *All lot sales shall be continegent upon a contract addendum for the location of water, flow capacity and potability, inaccordance with the New York State Department Health standards*.
- ☐ Standards of accuracy of elevations and boundaries meeting Town requirements are noted and certified.

☐ 5. **Eight (8)** copies of a plan/profile for each street with a horizontal scale of fifty (50) feet to the inch and vertical scale of five feet to the inch.

Components of a **final submission** include:

- ☐ Pavement, storm drains, sanitary sewers, gaslines and waterlines, with appurtenances.
- ☐ Pavement and utility stationing, including all horizontal and vertical control points and grades.
- ☐ Signature and seal of a professional engineer and/or a land surveyor, both registered in New York State, or a qualified land surveyor under § 7208, Subdivision n, of the State Education Law.
- ☐ North arrow.
- ☐ Standard title block, with the current revision date.

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☐ 6. **Eight (8)** copies of a signed offer of cession, in a form approved by the Planning Board, of all land included in streets, street lighting, waterlines, storm drains, sanitary sewer, walks, easements, recreation areas and passive open spaces not specifically reserved by the owner. There may be either a payment in lieu of the offer of recreation or open areas in the amount specified in the fee schedule established by the Town Board or a requirement by the Planning Board that the owner establish a homeowners' association and deeding of all recreation or open space lands to the association. **A copy of the fee schedule can be requested at the Town Clerk's office.**

☐ 7. **Eight (8)** copies of a certificate of adequacy of the proposed water supply and sewerage service, as required by the Public Health Law and/or the Environmental Conservation Department of New York State.

☐ 8. **Eight (8)** copies of a statement by the appropriate Town representative certifying that certain improvements have been installed and approved.

☐ 9. **Eight (8)** copies of a deed, easement or other required description and proof of ownership and title insurance of the land to be subdivided or ceded to the town, at no cost or expense to the town, together with the homeowners' association prospectus, offering, plan, etc.

☐ 10. **Eight (8)** copies of all protective covenants in a form for recording, including covenants governing the maintenance of unceded public spaces or reservations.

☐ 11. **Eight (8)** copies of the final design of all bridges and culverts and a stormwater management report, unless included in the preliminary submission.

☐ 12. Additional information requested by the Planning Board as part of the final submission, such as other certificates, affidavits, endorsements or agreements (if applicable).

☐ 13. All forms and preliminary plats and fees submitted to the Planning Department a minimum of **ten (10) days** prior to the Planning Board's meeting date. Fees for major subdivisions are $500 for the first three (3) lots and $50 for each additional lot.

☐ 14. Attached letter stating the reasons the above requirement(s) **#**_____ could not be completed at this time.

Signature _____ _____
Property Owner Date

Signature _____ _____
Property Owner's Agent Date

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PRELIMINARY AND FINAL APPLICATION FOR A MAJOR SUBDIVISION

FOR INTERNAL USE ONLY

APPLICANT: _____
_____
_____
_____

APPLICATION #: _____
LAND USE DISTRICT: _____
DATE SUBMITTED: _____
DATE ACCEPTED: _____
HEARING DATE: _____

SUBDIVISION TITLE: _____ TAX MAP #: _____

LOCATION: _____ PROPOSED # OF LOTS: _____

WATER PROVISIONS: _____ LINEAR FEET OF NEW ROAD: _____

_____ TOTAL SUBDIVIDED AREA: _____

SANITARY SEWER PROVISIONS: _____

_____

NARRATIVE DESCRIPTION: _____

_____

_____

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_____

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PROFESSIONAL INFORMATION:

1. **Property Owner(s):** _____
   Street Address: _____
   City, State, Zip: _____
   Telephone #: _____

2. **Agent:** _____
   Street Address: _____
   City, State, Zip: _____
   Telephone #: _____

3. **Applicant/Subdivider:** _____
   Street Address: _____
   City, State, Zip: _____
   Telephone #: _____

4. **Surveyor:** _____
   Street Address: _____
   City, State, Zip: _____
   Telephone #: _____

5. **Engineer:** _____
   Street Address: _____
   City, State, Zip: _____
   Telephone #: _____

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MAJOR SUBDIVISION SUBMISSION CHECKLIST

REQUIRED APPROVALS	YES	NO	DATE RECEIVED
Federal			
NYS Department of Health			
NYS Department of Environment Conservation			
NYS Department of Transportation			
Saratoga County Department of Public Works			
Town Highway Department			
Other			
APA Referral			
Type 1 or Class A			
Type 2 or Class B			
SEQR Review (EAF) Attached			

SUBDIVISION FEES SUBMITTED	YES	NO	AMOUNT
Preliminary			
Final			
Construction Inspection			
Parkland			

Signature _____ _____ _____
Applicant Title Date