

SUBDIVISION APPLICATION GUIDELINES



TOWN OF GREECE MONROE COUNTY, NEW YORK

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- 1) **PURPOSE:** The purpose of these guidelines is to establish a procedure for making subdivision applications to the Planning Board. Applications that do not conform to these guidelines are considered incomplete and may not be accepted.
- 2) **PRE-APPLICATION ACTIVITIES:**
 - A) The boundaries of any wetland areas should be identified by a qualified professional, and confirmed by the appropriate regulatory authority.
 - B) Applicants should establish contact with the Town prior to engaging in any site disturbance associated with development including clearing of vegetation.
 - C) Grading and filling shall not take place without proper approvals from the Town.
- 3) **APPLICATION DEADLINES:** Planning staff will accept complete applications prior to 5:00 PM on the designated deadline date. Deadlines generally fall 1 month prior to the Planning Board meeting at which the application will first be heard by the board. A schedule of meetings and deadlines is available from the Planning Board Secretary as part of the application package. Contact the Development Services Department in advance to schedule your application submittal.
- 4) **CONCEPT REVIEW:** Application may be submitted to the Planning Board in advance of formal subdivision review. Conceptual plans need not be fully engineered, but should include as much information as is readily available.
- 5) **APPROVAL OF SUBDIVISIONS:** Planning Board approval is generally subject to conditions, and final approval by the Commissioner of Public Works, Chief Engineer, and the Planning Board Clerk. Preliminary plat approvals are also subject to approval by the Fire Marshal.
 - D) Application types:
 - 1) Preliminary Plat approval: Required for all multi-phase subdivisions that include ten (10) or more lots. Preliminary plat approval occurs as a separate process from the final plat, and is used to establish the project phasing and overall street/lot layout. The preliminary plat is *not* filed in the Office of the Monroe County Clerk.
 - 2) Final Plat approval: Required for individual sections of a multi-phase subdivision. The final plat is filed in the Office of the Monroe County Clerk and causes the creation of individual tax parcels. Building permits may be issued for individual lots once the final plat is filed, and the Applicant has complied with all stipulations of the board approval.
 - 3) Minor Subdivisions: Applications consisting of no more than ten (10) lots, which are to be developed in one phase. Preliminary and final plat approval of Minor Subdivisions may be granted with a single resolution of the Planning Board.
 - 4) Change of Lot Line: Generally an administrative approval that consists of combining lots or otherwise relocating property lines in such a way that no new or additional lots are created.
 - 5) Cluster subdivisions may be approved by the Planning Board per Chapter 211-59.1 of the Town of Greece Code.

6) **GENERAL APPLICATION REQUIREMENTS**

- E) Checklist: Applications must include a completed application checklist (attached), along with all *applicable* materials noted on the checklist. If you are unsure of which specific materials need to be included, contact the Development Services Department.
- F) Drawings: Number of drawings required for complete application:
 - 1) Preliminary plat: Twenty-three (23) full sets of design drawings.
 - 2) Minor Subdivision: Twenty-three (23) full sets of design drawings
 - 3) Final Plat: Fifteen (15) full sets of design drawings
 - 4) ALL DRAWINGS MUST BE FOLDED. ROLLED DRAWINGS WILL NOT BE ACCEPTED.
- G) Letter of intent: The Letter of Intent shall include basic project information including proposed use, total acreage, proposed and existing access, phasing of project, and general description of proposed development including information on utilities and storm drainage.
- H) SEQRA (State Environmental Quality Review): Complete applications will include either the Short or Long Environmental Assessment Form (EAF). In general, the SEQRA review for multi-phase subdivisions is completed during review of the preliminary plat.
- I) LWRP (Local Water Front Revitalization Program): Projects located in one the town's two Waterfront Revitalization Areas are subject to review under Chapter 208 of the Town of Greece Code (Waterfront Consistency Review Law). Applications for site plan approval in an LWRP area shall include a completed Coastal Assessment Form available from the Planning Board Secretary.
- J) AG District (Agricultural District): Applications located within 500 ft. of any one of Monroe County's designated AG districts require notification of all property owners and Monroe County. If you are unsure of locations or specifics, contact the Development Services Department.
- K) Engineering: Shall conform to Town of Greece Specifications for Construction of Utilities and Roadways (available from the Town Clerk) and all other regulatory standards.
- L) It is the responsibility of the Applicant to determine if the project area is constrained by regulated wetlands, flood zones, coastal erosion hazard areas, or any other special districts that may exist on the property. Applications lacking a definitive representation of these areas may be considered incomplete. In all cases, these boundaries are subject to approval by the regulating agency.

7) SPECIFIC DRAWING REQUIREMENTS (ADDITIONAL INFORMATION MAY BE REQUIRED)

- M) The design drawing set shall depict all existing and proposed elements of the site layout, including but not limited to,
- N) Drawing title block;
 - 1) Project title, and street address
 - 2) Property owner's name and address; applicant's name if different
 - 3) Developer's name and address
 - 4) Seal and signature of the owner/developer's licensed design professional.
 - 5) North arrow and plan scale
 - 6) Watershed name
 - 7) Original date and last revision date; revisions listed.
 - 8) Tax account numbers for existing parcels
 - 9) Total acreage and number of lots proposed
 - 10) Zoning district; required and proposed zoning setbacks, lot area and dimensions, lot coverage, etc.
 - 11) Legend
- O) Project location map:
 - 12) Applicant's property under consideration, and entire adjacent holdings
 - 13) Properties, subdivision(s), streets and easements within five hundred (500) feet of the applicant's property under consideration.
- P) Basic plan elements:
 - 14) Existing and proposed property lines on the project site and 100' onto adjoining properties. Boundaries plotted to scale with approximate bearings and distances shown. Dimensions shall be indicated in feet; angle measurements in minutes-degrees-seconds.
 - 15) Existing and proposed buildings and structures on the project site and 100' onto adjoining properties, including first-floor elevations (as well as basement floor elevation for proposed structures).
 - 16) Existing and proposed utilities, (including septic systems) on the project site and 100' onto adjoining properties.
 - 17) Existing topography (certified by a licensed land surveyor) and proposed grading for the entire project site and 100' onto adjoining properties (minimum 1-foot contours).
 - 18) Existing and proposed easements, covenants, other legal restrictions on the project site.
 - 19) Driveways, curb cuts, and other means of access on the project site, across the road, and 100' onto adjoining properties.
 - 20) Geometry for adjoining public streets and rights-of-way (including but not limited to right-of-way width, pavement edge, pavement stripping, sidewalks, utilities, monumentation, tie distances, site distances, and topography).

- 21) Named watercourses, including tributary numbers, on the project site and 100' onto adjoining properties.
 - 22) Regulated hydrologic features including State and Federal wetlands, FEMA Flood Zones, and Coastal Erosion Hazard Areas. All such boundaries are subject to confirmation by the regulating agency.
 - 23) Zoning district designations for project site and all adjoining lands.
 - 24) Land area of each lot in square feet and acres
 - 25) Address numbers for and lot numbers for proposed lots
 - 26) Setback limits or "buildable area" for each lot
 - 27) Test holes locations and results.
 - 28) Project phasing, soil stockpile.
 - 1) Standard construction details referenced in Town of Greece Specifications for Construction of Utilities and Roadways.
 - 29) The "Applicable Fees" block, provided on page 6 of these guidelines, shall be shown on the subdivision plat.
- Q) Engineering report:** Required as part of the plan review for all sites greater than 1 acre and shall include, as a minimum, the following information:
- 30) Basic project information including total acreage, proposed or existing access, phasing of project, and general description of proposed development.
 - 31) Sanitary sewer system design including estimated flows and summary of design data.
 - 32) Storm Drainage Analysis. A storm drainage analysis is required for all site plans greater than one (1) acre and for other projects when necessary in the opinion of the engineering staff of the Town and/or the Commissioner of Public Works, and shall include as a minimum the following information:
 - (i) Drainage Study Map including soil and groundwater conditions on site.
 - (ii) Run-off calculations from the pre-developed site and from the developed site.
 - (iii) Storm sewer, culvert and channel sizing, showing the basis of design.
 - (iv) Intended method of stormwater treatment.
 - (v) Erosion control plan including run-off control measures during grading and construction to limit erosion and sedimentation.
 - (vi) Design of stormwater detention/retention facilities. Site plan drawing requirements (additional information may be required)
- R) Standard subdivision notes** (*additional notes may be required*):
- 33) The following fees shall be collected at the time of issuance of the original building permit for each lot in this subdivision (*additional fees may be required for specific overlay areas/districts*).

- (i) Recreation Trust Fund Fee (*per individual dwelling unit*)
 - (ii) Sanitary Sewer Access Fee (*per individual dwelling unit*)
 - (iii) Monroe County Sanitary Sewer Entrance Fee (*per individual dwelling unit*)
 - (iv) Storm Drainage System Entrance Fee (*per lateral connection*)
 - (v) Certificate of Occupancy Fee
- 34) No building permits shall be issued unless and until highway permits are issued.
- 35) The town's 2001 *Community Master Plan Update* (Clough, Harbour & Associates, September 2001) contains current and projected population growth; an inventory and analysis of public, private, and semi-private recreation facilities, both active and passive; and recommendations for future actions. Based on this document, the Planning Board finds that the town currently needs, or will need, additional park and recreation space in the vicinity of the Proposal. The Planning Board further finds that development of this subdivision will contribute to the demand for additional park and recreation space, and that this subdivision provides no suitable park or recreation land to address said current or future need. Therefore, pursuant to Section 277 of the New York State Town Law, payment of the town's recreation fee shall be required for each building lot in this subdivision, payable to the town upon the issuance of the original building permit for each house.
- 36) No building permits shall be issued for any of the lots in this subdivision unless and until this final plat has been recorded in the Office of the Monroe County Clerk. The Liber and Page at which this final plat is recorded in the Office of the Monroe County Clerk shall be indicated on the approved, signed copies of this final plat that are submitted to the Town.
- 37) Any Town of Greece approval or permit for the Premises does not relieve the Applicant, developer, or owner of the Premises from obtaining all other town, county, state, or federal government approvals or permits that are required for the Premises.
- 38) One (1) street tree shall be provided in the tree lawn of each proposed interior building lot, and two (2) for corner lots. Installation of street trees shall be included in the Letter of Credit for public improvements.
- 39) The developer/contractor is responsible for removal and disposal of brush, trees, and debris from any lot clearing. Burial of organic matter including brush, trees, and wood chips or any debris from lot clearing is strictly prohibited.
- 40) The street access for the driveway on any corner Lots _____ shall be at least 30 feet from a street intersection. (*corner lots*)
- 41) Driveways for Lots _____ shall be at least 40 feet from the end of pavement unless the adjacent section is developed before or concurrently with these lots. (*lots at the end of stub roads*)
- 42) Water mains and hydrants shall be installed and be in proper operating conditions prior to the commencement of any aboveground construction.
- 43) Suitable access roads and temporary street signs shall be installed and maintained so as to provide continuous access to fire department and other emergency vehicles prior to the commencement of any aboveground construction.
- 44) Project site exists in the ___ zone as indicated on the Federal Emergency Management Agency's Flood Insurance Rate Map, date August 28, 2008.

- 45) Buildings shall conform to the elevations and locations shown on the approved subdivision or grading plans. At any time prior to the issuance of a certificate of occupancy, the Town may require certification of the location and elevation of the top of block of a basement or cellar. Certification of the as-built location shall be in the form of an instrument location map prepared by a licensed land surveyor. Certification of the as-built elevation, in relation to the vertical datum shown on the approved plans, may be in the form of either a survey note on the instrument location map, or an elevation certification form or separate letter prepared by a licensed land surveyor or licensed professional engineer.
- 46) The developer retains a 10'-wide grading easement across the rear and/or side lots lines of all lots until the completion of grading and construction on adjoining land within this subdivision.
- 47) Drainage swales shall be maintained by the owner and remain free of obstacles that would impede the proper drainage of surface water.
- 48) The developer/contractor agrees to perform all necessary work related to erosion, sedimentation, and dust control in a timely manner as may be directed by the Commissioner of Public Works.
- 49) In accordance with federal Phase II storm water regulations, no pre-construction meeting shall be scheduled unless and until a Storm Water Pollution Prevention Plan (SWPPP) has been developed in accordance with the State Pollution Discharge Elimination System (SPDES) General Permit GP-02-01, submitted to the Town of Greece for review, and approved, and a Notice Of Intent (NOI) has been filed.
- 50) No site work shall commence unless and until a pre-grading and/or pre-construction meeting has taken place involving the Town Departments of Public Works, Engineering, and/or Technical Services.

S) Signature blocks shall be provided as described below:

- 51) Planning Board (*2" wide x 3" high empty block to accept approval stamp and signature - plat sheet only*)
- 52) Applicant (*line for signature and date – all sheets; to be signed by applicant prior to submitting to the town for final approval signatures*)
- 53) Commissioner of Public Works (*line for signature and date - all sheets except cover sheets*)
- 54) Chief Engineer (*line for signature and date - all sheets except cover sheets*)
- 55) Fire Marshal (*line for signature and date - preliminary plat only*)

