

**TOWN OF ROCHESTER  
PLANNING BOARD**

# **SUBDIVISION APPLICATION PACKET**

**Contents:**

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- **Major Subdivision Checklist**
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- **Referral Notice**

**Please review the information in this packet and Chapters 125 and 140 of the Town of Rochester Code thoroughly.**

**Then complete the Subdivision Application and the EAF as completely and accurately as is possible. Missing, incomplete, or incorrect information may delay the review of your application.**



TOWN OF ROCHESTER PLANNING BOARD  
ULSTER COUNTY, NEW YORK

Application # \_\_\_\_\_  
Date \_\_\_\_\_  
Fee Paid \$ \_\_\_\_\_  
Type: Major \_\_\_\_\_ Minor \_\_\_\_\_

**SUBDIVISION APPLICATION**

1. Name of Project: \_\_\_\_\_
2. Property Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Primary Phone ( ) \_\_\_\_\_ Secondary Phone( ) \_\_\_\_\_  
E-Mail Address \_\_\_\_\_
3. Applicant Name (if other than Owner): \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Primary Phone ( ) \_\_\_\_\_ Secondary Phone( ) \_\_\_\_\_  
E-Mail Address \_\_\_\_\_
4. Site Location: Name of Public/Private Road project is accessed by \_\_\_\_\_  
Tax Map Section: \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
Town of Rochester Zoning District: \_\_\_\_\_
5. **Current** total number of lots: \_\_\_\_\_ **Proposed** total number of lots: \_\_\_\_\_  
Acreage of parcel(s) to be subdivided \_\_\_\_\_ acres [Include all acreage of Current parcel(s)]  
Is this project proposed to be completed in multiple phases? \_\_\_\_\_
6. Will this project require permits or approval from any Federal, State, or County agencies? \_\_\_\_\_  
If yes, Name? \_\_\_\_\_
7. Is the property located within or contiguous to a NY State Certified Agricultural District? \_\_\_\_\_
8. Does the property contain land located within a 100 year flood plain? \_\_\_\_\_
9. Does the property contain land within any Federal or NYS identified wetlands? \_\_\_\_\_
10. Is project substantially contiguous to, or contain a building, site, or district, listed on the State or National Registers of Historic Places? \_\_\_\_\_ If yes, Name? \_\_\_\_\_

11. Describe the proposed method/type of water supply and the disposal of sewage. \_\_\_\_\_  
 \_\_\_\_\_
12. Will the proposed subdivision require the creation or extension of any public or private roadways?  
 If yes, Name? \_\_\_\_\_
13. Describe the general terrain, physical characteristics, and current use of the lot(s) to be subdivided.  
*Example: Steep sloped, Gentle Slope, Flat, Wooded, Pasture, Vacant land, Residential, Commercial, etc*  
 \_\_\_\_\_  
 \_\_\_\_\_
14. List any physical restrictions to the project such as waterways, flood plains, wetlands, steep slopes, rock outcroppings etc. *Locations of these must also be notated on the plan provided by the applicant.*  
 \_\_\_\_\_  
 \_\_\_\_\_
15. Is the applicant proposing review under Conservation Subdivision (Chapter 125-23) option? \_\_\_\_\_
16. Is the applicant requesting any waivers in **procedure or submittal requirements** from the Subdivision (Chapter 125) or Zoning (Chapter 140) regulations? *(See 125-5 or 140-47 for details)* \_\_\_\_\_  
*If answered yes, then the applicant shall provide these requests to the Planning Board separately in written form and include all reasoning for such requests.*

**Applicant states that he/she is the owner or authorized agent of the owner for which the foregoing work is proposed to be done, and that he/she is duly authorized to perform such work, and that all work will be performed in accordance with all applicable State, County, and Local Ordinances.**

Sworn by me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
**Signature of Applicant/ Agent**

**If an agent is representing applicant, a signed letter by applicant authorizing named individual to act as his/her agent must accompany the application.**

**If the applicant is not the property owner, a signed letter by property owners authorizing the applicant to act as his/her agent must accompany the application.**

## **Town of Rochester Planning Board Minor Subdivision Checklist**

The checklist is supplied as a guide and is not meant to be all-inclusive.

### **Forms and Submittals – Required with submission**

Zoning Permit – Code Enforcement Office

Application

Fee

SEQRA Environmental Assessment Form (Short EAF Part 1 only)

Letter Authorizing Representative Powers

A sketch plan drawn to scale or survey map

(Survey – drawn to scale – MUST be drawn by licensed surveyor required for final approval)

Aerial Photos

### **Forms and Submittals – May be required with submission for some reviews**

Deed and Easements

Existing or proposed other agency Permits/Applications

Ag Data Statement

Waiver from Requirements Request (in writing)

### **Review Standards for the Planning Board**

- Compliance with Zoning and Subdivision Regulations
- Health, Safety, and Community Character Standards
- Comprehensive Plan compatibility
- Streets and highways are sufficient width and suitably located to accommodate the prospective traffic, to afford adequate light and air, to facilitate fire protection, and to provide access of firefighting equipment to buildings.
- Suitable driveway access
- Size, design and general site compatibility of buildings, improvements, and landscaping
- Location, arrangement, appearance and sufficiency of off-street parking.
- Adequacy and arrangement of pedestrian traffic access and circulation, walkway structures, control of intersections with vehicular traffic and overall pedestrian convenience.
- Overall impact on the neighborhood including compatibility of design consideration.
- Adequacy of stormwater retention and drainage facilities.
- Adequacy of water supply and sewage disposal facilities.
- Adequacy, type and arrangement of trees, shrubs and other landscaping
- Adequacy and impact of structures, roadways and landscaping in areas with susceptibility to ponding, flooding and/or erosion.
- Incorporation of existing land conditions into the plan

## **Town of Rochester Planning Board Minor Subdivision Checklist**

The checklist is supplied as a guide and is not meant to be all-inclusive.

### **Physical Conditions and Site Work - Existing and Proposed (for parcel – may be required for adjoining parcels within 200')**

Property boundary line, metes and bounds, and dimensions plotted to scale  
Property lines, owner's names, SBL, and deed liber for all contiguous parcels (including across roadways or waterways)  
Structures, Buildings, Fences/Walls and other Improvements  
Public/Private Roads and Streets  
Easements, Accesses, and Rights-of-way  
Dimensions, Setback, Height, and Lot Coverage for existing and proposed improvements  
Visual Assessment, Elevations, and Architectural Renderings  
Vehicle Access – Permanent and Temporary (approved by State, County, or Town Highway)  
    Location, Surface Type, Sight Distance, Grade, Width, Curbing, Traffic Circulation  
Pedestrian Walkways and Access  
Fire and Emergency Access/Fire Suppression Measures  
Water Supply and path of piping (Board of Health approved or certified by licensed engineer)  
Sewage Disposal and Septic Area (Board of Health approved or certified by licensed engineer)  
Utilities - electric, gas, phone, cable, green energy (include any easements or rights-of-way)  
Street Lighting  
Street Landscaping  
Specific Project Planning Board Requirements

### **Natural Features (location and description) – existing and proposed**

Topography and Contour Lines (2 foot)  
Watercourses  
Wetlands – include flow and drainage area  
Flood Hazard Area  
Area proposed to be Disturbed  
Soil Types - Hydric Soils, Prime and Important Soils (agricultural)  
Natural Resource Restrictions – rock outcroppings, steep slopes, vernal pools  
Wooded Areas, Landscaping, Ground Cover, Trees, and Natural Screening  
Existing and proposed Stormwater Conveyance and Storage  
Recreation Areas, Conservation Areas, Buffer Areas  
Land for park, playground or other recreational purposes  
Landscaping Plan and Planting Schedule w/ Details  
Proposed Grading, Fill, and Drainage Plan  
Specific Project Planning Board Requirements

### **Analysis and Impact Reports (may be required)**

SWPPP (Stormwater Pollution Prevention Plan)  
Areas of Protected Species, Flora, and Fauna  
Proximity of Historic Structures or Archeological Areas (within 500')  
Proximity of Agricultural Use (within 500')  
Waterways and/or Wetlands  
Groundwater Usage and Aquifer  
Shared Driveway/Utilities Agreement  
Homeowner's Association Restriction and Covenants  
Bonding/Performance Security  
Phasing of Project

## **Town of Rochester Planning Board Minor Subdivision Checklist**

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### **Survey Checklist for Final Approval**

Survey – drawn to scale – MUST be drawn by licensed surveyor

#### **Legal data**

Name and address of applicant(s)

Name and address of owners(s) of record, if different from applicant

Name and address of person or firm preparing the plan and map

Address, SBL, and Deed Liber Identification of parcel

Zoning classification of property, including exact zoning boundary if in more than one district

Subdivision Name (if greater than 4 lots)

North arrow, Scale, Plan Date and Revision Dates

Location/Area Inset Map

Total Acreage of entire parcel

Total Acreage of Area proposed for development

Table of Required Development Standards for Zoning District - Proposed/Existing Relationship

Plan Reference Sources and Plan Notes

Right to Farm Statement

Certification of Plan

Approval Signature Block

Property boundary line, metes and bounds, and dimensions plotted to scale

Structures, Buildings, Fences/Walls and other Improvements

Public/Private Roads and Streets

Easements, Accesses, and Rights-of-way

Vehicle Access

Pedestrian Walkways and Access

Water Supply

Sewage Disposal and Septic Area

Utilities - electric, gas, phone, cable, green energy (include any easements or rights-of-way)

Watercourses

Wetlands – include flow and drainage area

Flood Hazard Area

Existing and proposed Stormwater Conveyance and Storage

Recreation Areas, Conservation Areas, Buffer Areas



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- Suitable monuments placed at block corners and other necessary points
- Streets suitably graded and paved
- Street signs, sidewalks, street lighting standards, curbs, gutters, street trees, water mains, fire alarm signal devices (including necessary ducts and cables or other connecting facilities), sanitary sewers and storm drains installed in accordance with standards, specifications and procedures acceptable to the appropriate town departments
- Suitable driveway access
- Size, design and general site compatibility of buildings, improvements, and landscaping
- Location, arrangement, appearance and sufficiency of off-street parking.
- Adequacy and arrangement of pedestrian traffic access and circulation, walkway structures, control of intersections with vehicular traffic and overall pedestrian convenience.
- Land for park, playground or other recreational purposes
- Overall impact on the neighborhood including compatibility of design consideration.
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Sewage Disposal and Septic Area

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Watercourses

Wetlands – include flow and drainage area

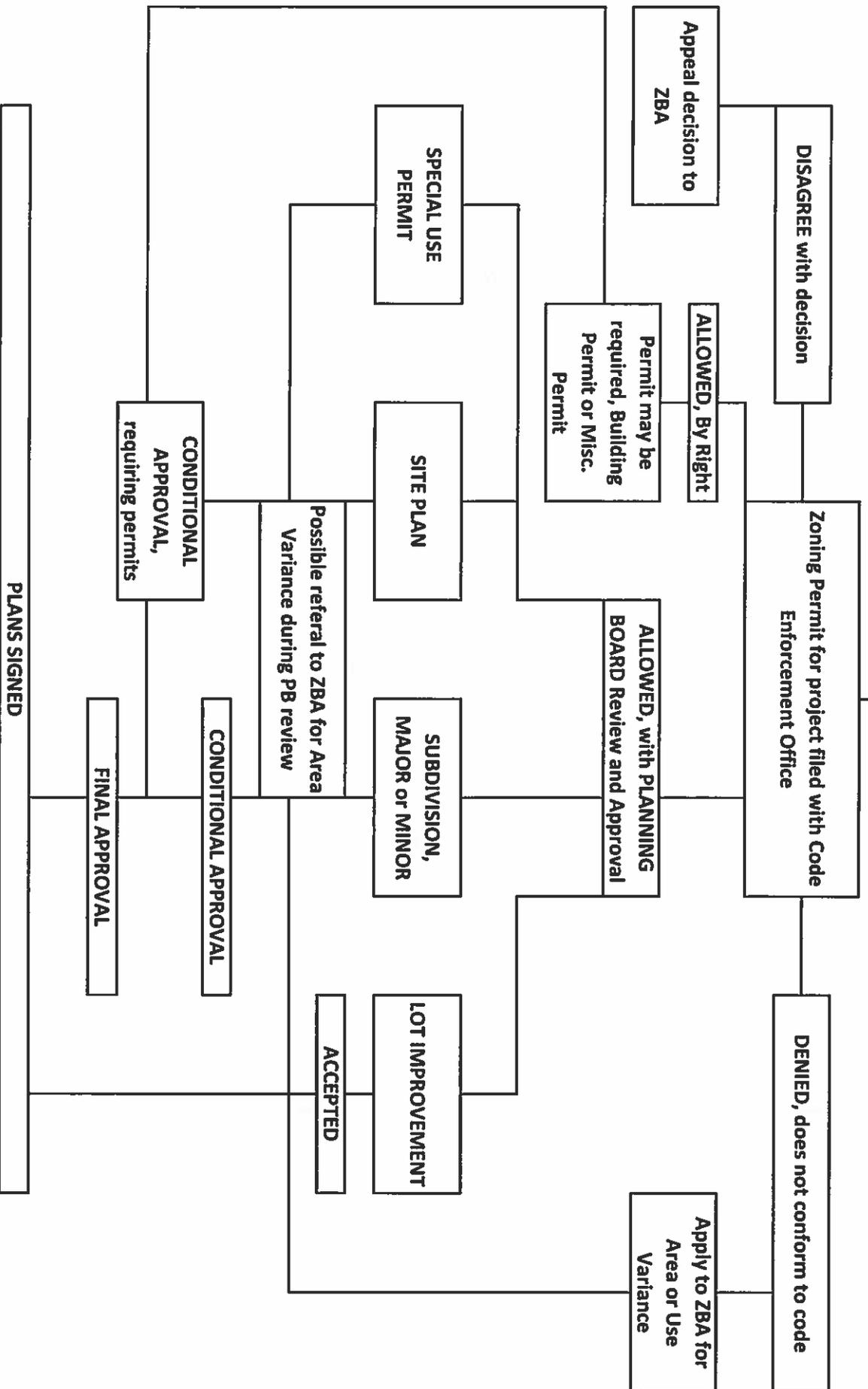
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Recreation Areas, Conservation Areas, Buffer Areas



ZONING PROCESS  
TOWN OF ROCHESTER





**TOWN OF ROCHESTER PLANNING BOARD  
ULSTER COUNTY, NEW YORK**

**APPLICATION REFERRALS**

The Planning Board may be required by law to refer your application to outside agencies for review when specific conditions apply. The most common of these are detailed below. Additionally, the Planning Board may refer your application to interested and/or involved agencies for review, comment and/or further information on items particular to your application.

**Town Planner or Engineer**

In accordance with Chapter 140-63 of the Town of Rochester Code, any application received by the Town of Rochester Planning Board may be referred for professional review and an escrow account established.

The Planning Board shall review applications and shall authorize professional referral by resolution. Optionally, an applicant may provide written request for expedited professional review referral prior to Planning Board determination but must first establish an escrow account and shall be responsible for any and all costs incurred due to this request.

**Ulster County Planning Board**

In accordance with New York State General Municipal Law sections 239-m and 239-n, the Planning Board is required to refer your application to the Ulster County Planning Board for recommendations upon meeting certain thresholds as follows:

Within 500 feet of:

- the boundary of any city, village or town
- the boundary of any existing or proposed county or state park or any other recreation area
- the right-of-way of any existing or proposed county or state parkway, thruway, expressway, road or highway
- the existing or proposed right-of-way of any stream or drainage channel owned by the county or for which the county has established channel lines
- the existing or proposed boundary of any county or state owned land on which a public building or institution is situated
- the boundary of a farm operation located in an agricultural district, as defined by article 25-AA of the Agriculture and Markets law

In accordance with Ulster County Charter Sections C-51 A and B the Planning Board may be required to refer your application to the Ulster County Planning Board for recommendations.

**Some examples of other Involved/Interested Agencies**

*(This list is not meant to be all-inclusive, but rather to illustrate the types of agencies which might be contacted for information and comment)*

- Army Corps of Engineers
- NYS Dept. of Environmental Conservation (DEC)
- NYS Dept. of Transportation (NYSDOT)
- NYS Office of Parks, Recreation, and Historic Preservation
- NYS Ag & Markets
- Ulster County Board of Health
- Ulster County Dept. of Public Works
- Accord or Kerhonkson Fire District
- Town of Rochester Highway Superintendant
- Town of Rochester Historic Preservation Committee
- Town of Rochester Environmental Conservation Commission