

600 PALMER AVENUE CORINTH, NEW YORK 12822

> PHONE: (518) 654-9232 FAX: (518) 654-7751

#### **SUBMISSION REQUIREMENTS FOR MAJOR SUBDIVISIONS**

**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):

<b>,</b> ,	_		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
	1.	Eigl	ht (8) copy of completed Town of Corinth subdivision application.
	2.	Env	ht (8) copy of a completed full environmental assessment form as required by the State vironmental Quality Review Act (SEQRA) under Article 8 of the Environmental Conservation v and its implementing regulations.
	3.	A st	tatement of all approvals required from all other local or state agencies.
	4.	acc thir by t	th (8) paper copies of a plat to a scale not smaller than fifty (50) feet to the inch, drawn urately to scale. All sheets shall be thirty by forty-two (30 x 42) inches, twenty-two by ty-four (22 x 34) inches, seventeen by twenty-two (17 x 22) inches or eight and one-half fourteen (8 $1/2$ x 14) inches in size. When more than one sheet is required, all shall be the ne size, and an index sheet of the same size shall be provided showing the entire division to an appropriate scale.
		Rec	quired components of a <b>preliminary submission</b> 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.
			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.



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			Sanitary sewer/septic systems, gas lines and water lines/wells with all appurte and material of each).	nances (labeled to show size
			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 nurshown on each lot on the surveyors' portion of the subdivision plan. If there project, the lots will be numbered consecutively from one phase to the next, i.e. (47) lots, each one will be number one to forty-seven (1-47) and Phase Two will be the realty subdivision lot number must be the most visibly prominent number.	is more than one phase to a if Phase One has forty-seven pegin with lot forty-eight (48).
			Plans are consecutively numbered, beginning with the cover sheet and inclu surveying/engineering plans. If filing a "revised" map, reference the previously	
			Signature and seal of a professional engineer and/or a land surveyor, both regis qualified land surveyor under § 7208, Subdivision n, of the State Education Law	
	5.	inc inf sho rig	<b>e (1)</b> copy of a plan/profile for each street with a horizontal scale h and vertical scale of five feet to the inch. The <b>preliminary submis</b> ormation required for the final submission, except that approximation. In addition, profiles of present surfaces shall be shown on the ht-of-way lines of all streets and on the center line of all easements a components of for the final submission.	sion should show all the mate stationing may be he center line and both
	6.	_	tht (8) copy of a statement detailing the means of dedication or dicated to public use, i.e., fee or easement.	f areas proposed to be
	7.	_	tht (8) copy of a draft detailing protective covenants and restrictions regulate land use in the subdivision and protect the proposed deve	
	8.	Eig	tht (8) copy of a preliminary design for all proposed bridges and cu	lverts.
	9.		ditional information requested by the Planning Board as part of the applicable).	preliminary submission
	10	of	forms and preliminary plats and fees submitted to the Planning Iten (10) days prior to the Planning Board's meeting date. Fees for 00 for the first three (3) lots and \$50 for each additional lot.	•
	11		cached letter stating the reasons the above requirement(s) #t be completed at this time.	could
Signat	ure			
			Property Owner	Date
Signat	ure		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.	On	e (1) copy of completed Town of Corinth subdivision application.
2.	Enν	<b>e (1)</b> copy of a completed full environmental assessment form as required by the State vironmental Quality Review Act (SEQRA) under Article 8 of the Environmental Conservation v and its implementing regulations.
3.	A s	tatement of all approvals required from all other local or state agencies.
4.	tha two x 2: she	<b>ht (8)</b> paper copies and <b>two (2)</b> reproducible copies on Mylar of a plat to a scale not smaller in fifty (50) feet to the inch, drawn accurately to scale. All sheets shall be thirty by forty- $(30 \times 42)$ inches, twenty-two by thirty-four (22 x 34) inches, seventeen by twenty-two (17 2) inches or eight and one-half by fourteen (8 1/2 x 14) inches in size. When more than one set is required, all shall be the same size, and an index sheet of the same size shall be ovided showing the entire subdivision to an appropriate scale.
		inal submission requires all the components of a preliminary submission, in addition to the owing:
		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.	_	<b>ht (8)</b> copy of a plan/profile for each street with a horizontal scale of fifty (50) feet to the h and vertical scale of five feet to the inch.
	Coi	mponents of a <b>final submission</b> 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.	<b>Eight (8)</b> copy of a signed offer of cession, in a form approved by the Planning Board, of land included in streets, streetlighting, waterlines, storm drains, sanitary sewer, walk	
		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 amou specified in the fee schedule established by the Town Board or a requirement by the Plannin Board that the owner establish a homeowners' association and deeding of all recreation open space lands to the association. A copy of the fee schedule can be requested at the Tow Clerk's office.	er. nt ng or
	7.	<b>Eight (8)</b> copy 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 New York State.	
	8.	<b>Eight (8)</b> copy of a statement by the appropriate Town representative certifying that certa improvements have been installed and approved.	in
	9.	<b>Eight (8)</b> copy of a deed, easement or other required description and proof of ownership artitle 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.	<b>Eight (8)</b> copy of all protective covenants in a form for recording, including covenant governing the maintenance of unceded public spaces or reservations.	ts
	11.	<b>Eight (8)</b> copy of the final design of all bridges and culverts and a stormwater manageme report, unless included in the preliminary submission.	nt
	12.	Additional information requested by the Planning Board as part of the final submission, suc as other certificates, affidavits, endorsements or agreements (if applicable).	ch
	13.	All forms and preliminary plats and fees submitted to the Planning Department a minimu of <b>ten (10) days</b> prior to the Planning Board's meeting date. Fees for major subdivisions a \$500 for the first three (3) lots and \$50 for each additional lot.	
	14.	Attached letter stating the reasons the above requirement(s) # counct be completed at this time.	ld
Signat	ure		
<b>J</b>	-	Property Owner Date	
Signat	ure	Property Owner's Agent Date	



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#### PRELIMINARY AND FINAL APPLICATION FOR A MAJOR SUBDIVISION

FO	R INTERNAL USE ONLY
APPLICANT:	APPLICATION #:
	LAND USE DISTRICT:
	DATE SUBMITTED:
	DATE ACCELLED.
	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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#### PROFESSIONAL INFORMATION:

Property Owner(s):	·					
Street Address:						
City, State, Zip:						
Telephone #:						
•						
Agent:						
Street Address:						
City, State, Zip:						
•						
Applicant/Subdivid	ler:					
Street Address:						
City, State, Zip:						
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Survevor:						
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Engineer:						
Street Address:						
City, State, Zip:						
Telephone #:						
	Street Address: City, State, Zip: Telephone #:  Agent: Street Address: City, State, Zip: Telephone #:  Applicant/Subdivid Street Address: City, State, Zip: Telephone #:  Surveyor: Street Address: City, State, Zip: Telephone #:  Engineer: Street Address: City, State, Zip: Telephone #:	Street Address: City, State, Zip: Telephone #:  Agent: Street Address: City, State, Zip: Telephone #:  Applicant/Subdivider: Street Address: City, State, Zip: Telephone #:  Surveyor: Street Address: City, State, Zip: Telephone #:  Surveyor: Street Address: City, State, Zip: Telephone #:  Engineer: Street Address: City, State, Zip: City, State, Zip:	Street Address: City, State, Zip: Telephone #:  Agent: Street Address: City, State, Zip: Telephone #:  Applicant/Subdivider: Street Address: City, State, Zip: Telephone #:  Surveyor: Street Address: City, State, Zip: Telephone #:  Surveyor: Street Address: City, State, Zip: Telephone #:	Street Address: City, State, Zip: Telephone #:  Agent: Street Address: City, State, Zip: Telephone #:  Applicant/Subdivider: Street Address: City, State, Zip: Telephone #:  Surveyor: Street Address: City, State, Zip: Telephone #:  Engineer: Street Address: City, State, Zip: Telephone #:	Street Address: City, State, Zip: Telephone #:  Agent: Street Address: City, State, Zip: Telephone #:  Applicant/Subdivider: Street Address: City, State, Zip: Telephone #:  Surveyor: Street Address: City, State, Zip: Telephone #:  Surveyor: Street Address: City, State, Zip: Telephone #:  Engineer: Street Address: City, State, Zip:	Street Address:  City, State, Zip: Telephone #:  Agent: Street Address: City, State, Zip: Telephone #:  Applicant/Subdivider: Street Address: City, State, Zip: Telephone #:  Surveyor: Street Address: City, State, Zip: Telephone #:  Surveyor: Street Address: City, State, Zip: Telephone #:  Surveyor: Street Address: City, State, Zip: Telephone #:



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#### **MAJOR SUBDIVISION SUBMISSION CHECKLIST**

REQUIRED APPROVALS	TES	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			
SEQR Review (EAF) Attached  SUBDIVISION FEES SUBMITTED	YES	NO	AMOUNT
	YES	NO	AMOUNT
SUBDIVISION FEES SUBMITTED	YES	NO	AMOUNT
SUBDIVISION FEES SUBMITTED Preliminary	YES	NO	AMOUNT
SUBDIVISION FEES SUBMITTED Preliminary Final	YES	NO	AMOUNT
SUBDIVISION FEES SUBMITTED  Preliminary  Final  Construction Inspection	YES	NO	AMOUNT