



TOWN OF NISKAYUNA

One Niskayuna Circle
Niskayuna, New York 12309-4381

Application for Approval of Plat Plan **Minor Subdivision**

Petitioner Name: _____

Address: _____

Phone Number: _____

Owner Name (if different from petitioner): _____

Address: _____

Phone Number: _____

Description / Address of Property: _____

Section – Block - Lot: _____

Attach three (3) full size copies and twelve (12) 11x17 copies of any large scale plans or maps, twelve (12) short EAF (SEQR Form) and three (3) copies of the storm water pollution prevention plan (SWPPP) prepared in accordance with Chapter 180 of the Town Code of the Town of Niskayuna if required.

Administrative Fees: An application for minor subdivision plat approval shall be submitted to the Planning Board at least ten (10) days prior to a regular meeting of the Planning Board. Each application shall be accompanied by a fee of **three hundred dollars (\$300.00) payable to the Town of Niskayuna and presented to the Town Clerk.**

Consulting Fees: The cost incurred by the Town for consulting engineering fees or other consulting fees in connection with a Board's review of a proposed application shall be charged to the applicant. The Board to whom the application is made shall obtain an estimate from any designated consultant of the amount sufficient to defray the cost of such services and shall collect from the applicant the estimated charges at the time of the submission of an application to the appropriate Board.

Any portion of the estimated charges so collected which are not expended by the Town shall be returned to the applicant. Any such costs incurred by the Town beyond the estimated charges initially collected from the applicant, shall be collected from the applicant prior to final action upon application.

Signature of Petitioner: _____ **Date:** _____

Signature of Owner (if different from petitioner): _____

Date: _____

MINOR SUBDIVISION

Definition: Any subdivision containing not more than four lots fronting on an existing street, not involving any new street or road or the extension of municipal facilities and not adversely affecting the development of the remainder of the parcel or adjoining property and not in conflict with any provision or portion of the Master Plan, Official Map or Zoning Ordinance, if such exists, or these regulations.

Application required prior to action. Whenever any subdivision of land is proposed to be made, and before any contract for the sale of or any offer to sell any lots in such subdivision or any part thereof is made, and before any permit for the erection of a structure in such proposed subdivision shall be granted, the subdivider or his duly authorized agent shall apply in writing for approval of such proposed subdivision in accordance with the following procedures.

APPLICATION PROCEDURES

All applications for plat approval for minor subdivisions shall be accompanied by a fee as established by the Town Board.

- A Number of copies. Six copies of the subdivision plat shall be presented to the Secretary of the Planning Board at least 10 days prior to a regularly scheduled meeting of the Planning Board.
- B Subdivider to attend Planning Board meeting. The subdivider or his duly authorized representative may be required to attend a meeting of the Planning Board to discuss the subdivision plat, or he may be required to meet with a subcommittee of the Board for this purpose.
- C When officially submitted. The time of submission of the subdivision plat shall be considered to be the date of the regular monthly meeting of the Planning Board, at least 10 days prior to which the application for plat approval, complete and accompanied by the required fee and all required data has been filed with the Secretary of the Planning Board.
- D Public hearing. A public hearing shall be held by the Planning Board within 45 days from the time of submission of the subdivision plat for approval. Said hearing shall be advertised in a newspaper of general circulation in the town at least 10 days before such a hearing.
- E Action on subdivision plat. The Planning Board shall, within 45 days from the date of the public hearing, approve, modify and approve or disapprove the subdivision plat.

MAP REQUIREMENTS

- A The plan initially submitted to the Planning Board shall be based on the tax map information or some other similarly accurate base map at a scale not less than 100 feet to the inch to enable the entire tract to be shown on one sheet. The plan shall be submitted, showing the following information.
 - 1. The location of that portion which is to be subdivided in relation to the entire tract, and the distance to the nearest existing street intersection.
 - 2. All existing structures, wooded areas, streams and other significant physical features, within the portion to be subdivided and within 200 feet thereof. If topographic conditions are significant, contours shall also be indicated at intervals of not more than 10 feet.
 - 3. The name of the owner and of all adjoining property owners as disclosed by the most recent municipal tax records.

4. The tax map sheet, block and lot numbers, if available.
5. All the utilities available, and all streets which are either proposed, mapped or built.
6. The proposed pattern of lots (including lot width and depth), street layout, recreation areas, systems of drainage, sewerage, and water supply within the subdivided area.
7. All existing restrictions on the use of land including easements, covenants, or zoning lines.
- 8. The plan must show the maximum size house allowed on each lot based on the zoning district.**
9. A copy of such covenants or deed restrictions as are intended to cover all or part of the tract.
10. An actual field survey of the boundary lines of the tract, and the proposed lot therein, giving complete descriptive data by bearings and distances, made and certified to by a licensed land surveyor. The corners of tract shall also be located on the ground and marked by monuments as approved by the Town Engineer, and shall be referenced and shown on the Plat.
11. Contours with intervals of two (2) feet, including elevations on existing roads. An approximate grading plan shall be submitted if natural contours are to be changed more than two (2) feet.
12. All sanitation and water supply facilities shall be designed to meet the minimum specifications of the State Department of Health, and a note to this effect shall be stated on the Plat and signed by a licensed engineer.
13. Proposed subdivision name, name of the Town and County in which it is located.
14. The date, north point, map scale, name and address of record owner and subdivider.

STANDARD NOTES TO BE PLACED ON SUBDIVISION MAP

General Notes

- By issuance of a building permit, the Town of Niskayuna does not assume any liability for storm water damage by general approval of these plans. The owner must assume any and all liabilities for damage claimed arising out of increased storm water flow.
- All on-site sanitation and water supply facilities shall be designed to meet the minimum specifications of the State Department of Health.

Soil Erosion and Sediment Control Measures

- Damage to surface waters resulting from erosion and sedimentation shall be minimized by stabilizing disturbed areas and by removing sediment from construction site discharges.
- Insofar as practicable, existing vegetation shall be preserved.
- Site preparation activities shall be planned to minimize the area and duration of soil disruption.
- Permanent traffic corridors shall be established and "routes of convenience" shall be avoided.
- Construction traffic shall not cross streams or ditches except at suitable crossing facilities, and shall not operate unnecessarily within waterways or drainage ditches.

Maintenance of Erosion Control Measures

- The Developer/Contractor or his builder shall inspect and maintain the integrity and function of all temporary erosion control measures throughout the duration of the development process. To assure proper function, siltation barriers shall be maintained in good condition and reinforced, extended, repaired, re-seeded and protected from further erosion. All accumulated sediment shall be removed and contained in appropriate spoil areas, water shall be applied to newly seeded areas as needed until grass cover is well established.

Tree Preservation Policy

- Subdivision approval by the Planning Board authorizes grading and clearing within the road right-of-way and easements only. The applicant shall submit plans for individual lot grading to be approved as part of the building permit application.
- The grading plan submitted for the building permit shall identify all trees with a diameter of 5 inches or more as measured 3 feet above the base of the trunk and indicate those that are proposed to be removed and the reason why such removal is necessary.
- Any trees removed from a lot in a manner that is not consistent with the approved grading plan for that lot shall be replaced at the expense of the developer before the issuance of the certificate of occupancy. Replacement trees shall be of a type and size satisfactory to the Town Engineer.
- The grading plan shall be consistent with the purposes of the Soil Erosion and Sediment Control Ordinance. In particular, erodible materials shall not be stockpiled within the drip line of trees to be preserved.

Grading Notes

- The applicant shall treat the grading plan submitted for the subdivision as advisory only, and shall submit grading plans for review by the Building Inspector on a lot-by-lot basis that are consistent with the Planning Board requirements for tree preservation.

ALSO: include lines for signatures as shown below.

Planning Board Chairman	Date
Town Engineer	Date

Wetlands of 1/10 acre or more are regulated by the federal government through the Army Corps of Engineers, and Town approvals for development do not include or imply federal approval.

The Planning Board recommends to all applicants that they determine whether the federal regulations are applicable to their projects. If the Planning Board has information that the property proposed for development may contain wetlands subject to federal regulation, the Board may require the applicant to submit plans for development to the Army Corps of Engineers prior to Town approval; but, final responsibility to submit plans to the Army Corps rests with the applicant.

RECORDING OF FINAL PLATS

To complete the Town's record of your approved subdivision, please provide the Planning Department with nine (9) prints of the final plat of the approved subdivision containing the following information:

1. All signatures required for filing the map in the Office of the County Clerk. For the Town of Niskayuna, this would include the signature of the Planning Board Chairman and the Town Engineer.
2. A dated record in the revisions box giving the date of filing in the Schenectady County Clerk's Office as well as the location of the filed map (i.e. the cabinet and the map number).