



TOWN OF FORT EDWARD

118 BROADWAY P.O. BOX 127 FORT EDWARD, N.Y. 12828-0127

OFFICE – 518.747.5212 -----FAX 518.747.2493

SUBDIVISION OF LAND APPLICATION

(Clerk's Office Use Only)

APPLICATION NO: _____ DATE : _____

FEE PAID: _____

Requirements, Fees and Instructions (Please use dark blue or black ink)

The application must be filled out completely and in every respect with ALL questions answered and ALL required attachments before the Town can officially accept the application for processing. If the application is incomplete, it will be returned to you for completion or inclusion of the deficient information.

Use this application for any project which requires approval by the Town of Fort Edward Planning Board for Subdivision of Land, with exception of projects which are designated as a *Boundary Line Adjustment*. If your project requires any variances or a special use permit, you must first make application and receive approval from the Town of Fort Edward Zoning Board.

THIS APPLICATION IS SUBJECT TO REVIEW AND APPROVAL BEFORE ISSUANCE OF ANY VALID PERMITS FOR YOUR PROJECT. TO ENSURE TIMELY REVIEW OF YOUR APPLICATION PLEASE COMPLETE THIS FORM IN ITS ENTIRETY AND PROVIDE WITH THIS APPLICATION ALL OF THE REQUIRED INFORMATION AND DOCUMENTATION IN ACCORDANCE SUBMISSION REQUIREMENTS OF CHAPTER 87 OF THE TOWN CODE FOR THE APPLICATION STAGE BEING SUBMITTED.

CLASSIFICATION OF PROJECT:

A minor subdivision is any subdivision of land containing not more than three lots, each fronting on an existing public 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 properties and not in conflict with any provision or portion of the TOFE Comprehensive Plan and/or Master Plan (if enacted).

Is your project designated as a minor or major project? Minor Major

APPLICATION STAGE: SKETCH PLAN PRELIMINARY PLAT FINAL PLAT

FOR ALL PROJECT STAGES AND APPLICATIONS PROVIDE THE FOLLOWING;

- **Copy of Property Deed(s)**
- **Agricultural Data Statement (as applicable)**
- **Waiver Request Form (as applicable)**
- **Authorization of Agent (as applicable)**
- **Copy of Variance(s) or Special Use Permit Approvals (as applicable)**
- **EAF (NYSDEC Environmental Assessment Form, short or long form, as applicable)**

FOR SKETCH PLAN REVIEW PROVIDE THE FOLLOWING MINIMUM INFORMATION;

- **Boundary survey, tax map, or similarly accurate base map showing the entire tract of land**
- **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**
- **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**
- **The Tax Map sheet, block, and lot numbers**
- **All utilities available and all streets which are either proposed, mapped, or built**
- **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.**
- **All existing restrictions on the use of land, including easements, covenants, and zoning lines**

FOR MINOR SUBDIVISION REVIEW PROVIDE THE FOLLOWING MINIMUM INFORMATION, IN ADDITION TO THE SKETCH PLAN REQUIREMENTS;

- **A copy of such covenants or deed restrictions as are intended to cover all or part of the tract**
- **An actual field survey of the boundary lines of the tract, giving complete descriptive data by bearings and distances, made and certified by a licensed land surveyor. The corners of the 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**
- **The proposed subdivision name and the name of the town and county in which it is located**
- **The date, north point, map scale, and name and address of record owner and subdivider**

FOR MAJOR SUBDIVISION REVIEW, COMPLY WITH MINIMUM SUBMISSION REQUIREMENTS SET FORTH AND OUTLINED IN TOWN CODE CHAPTER 87 ARTICLE VIII SECTIONS 87-62 AND 87-63.

ALL SUBDIVISIONS SHALL COMPLY WITH THE GENERAL REQUIREMENTS AND STANDARDS SET FORTH IN ARTICLE VII OF TOWN CODE CHAPTER 87.

Please submit the original plus (11) eleven copies of your Application and supporting documentation to the Town Clerk's Office for distribution to the Planning Board and Consultants for review and consideration.

GENERAL INFORMATION

Name/Title of Subdivision: _____

Project Location and Information

Number and Street Address: _____

Zoning District: _____

Tax Map Number: _____

Current Use of the Property/Building: _____

Property Owner Identification

Owner is Applicant

Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Agent Identification

Agent is Applicant

Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Brief description of proposed project:

Total Acreage of Parcel: _____

Total Number of Existing Lots: _____

Total Number of Proposed Lots: _____

Is the property within a municipal sewer district and/or does the project propose a public sewer connection for wastewater disposal? **Yes** **No**

Is the property within a municipal water district and/or does the project propose a public water connection for potable water? **Yes** **No**

Lot, Yard and Height Regulations (Bulk Requirements)

Item	Required	Existing	Proposed
Min. Lot Size (acres)			
Min. Lot Width (ft)			
Min. Lot Depth (ft)			
Front Yard (ft)			
Side Yard - One (ft)			
Side Yard - Both (ft)			
Rear Yard (ft)			
Max. Building Coverage			
Max. Building Height			

Are there any zoning violations or existing non-conforming conditions on the property?

Yes No

If yes, please explain:

Is the lot or parcel for the project within 500 feet of a County or State Highway, Right-of-Way or Park, or Municipal Boundary?

Yes No

If yes, please explain:

Is the lot or parcel for the project within a designated flood plain?

Yes No

Is the lot or parcel for the project within the TOFE Grassland Boundary?

Yes No

Is the lot or parcel for the project within an area known to contain threatened and/or endangered species to include plants or animals?

Yes No

Does the lot or parcel for the project consist of or contain designated wetlands?

Yes No

Is the lot or parcel for the project within close proximity to any designated or important historic properties or cultural resources?

Yes No

Describe the current condition of the parcel [buildings, brush, woods, vacant, use, etc.]:

Describe the character of the surrounding lands (residential, farmland, industrial, woods, commercial, recreation, conservation, etc):

Will the summation of all eventual land disturbance as a result of the subdivision disturb greater than one acre of land during construction? Yes No

(If yes, please prepare and submit a SWPPP with this application)

Estimated start date of project: _____

Estimated time to completion: _____ months

UTILITIES

Electrical: Underground Overhead

Sewage Disposal: Onsite Septic Municipal Sewer

Potable Water: Private Well Municipal Water

Combustion Fuel: Fuel Oil Propane Natural Gas Other: _____

Please specify what approvals or permits have been/will be obtained as a result of the project;

TOFE Special Use Permit

NYSDEC Permit-Stormwater

TOFE Site Plan Review

NYSDEC Permit-Wastewater

TOFE Area Variance

NYSDOH Potable Water Well

TOFE Use Variance

NYSDOH Wastewater System

Water District Extension

Sewer District Extension

Other: _____

NYSDOH Realty Subdivision

Other: _____

Other: _____

Other: _____

Other: _____

SITE PLAN REQUIREMENTS

Will the proposed project include or alter or change site conditions related to the following (check all that apply)?

- | | |
|---|--|
| <input type="checkbox"/> Traffic | <input type="checkbox"/> Lighting |
| <input type="checkbox"/> Runoff/Drainage | <input type="checkbox"/> Noise |
| <input type="checkbox"/> Grading | <input type="checkbox"/> Utilities (electric, gas, water, sewage, etc) |
| <input type="checkbox"/> Impervious | <input type="checkbox"/> Site Access |
| <input type="checkbox"/> Building Coverage | <input type="checkbox"/> Parking |
| <input type="checkbox"/> Signage | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Roads/R.O.W. | <input type="checkbox"/> Easements |
| <input type="checkbox"/> Screening/Buffers/Fences | <input type="checkbox"/> Pedestrian Accommodations/Sidewalks |

Additional Comments:

Will the development be a clustered development per Code Section 87-58? Yes No
If yes, please describe:

Does the project include provisions for parks, playgrounds, and/or open space?

Yes No

If yes, what is the total acreage of the proposed open space, recreational area, playground, or park? _____ acres

If no, is the Applicant requesting a fee-in-lieu-of-land? Yes No

Describe the following in detail; proposed easements or other restrictions of the subdivision or on the property or any common lands, HOA rules and regulations, and/or any covenants governing the maintenance of any property or open space:

Are there any previous Town, Planning, or Zoning Board determinations made regarding this property? Yes No

If yes, please explain:

Will development occur in phases? Yes No

If yes, please explain:

Will the subdivision require any new road or highway? Yes No
If yes, will the road be dedicated to the Town? Yes No

SIGNATURE PAGE

To the best of my knowledge, the statements contained in this application, together with the plans and specifications and other supporting documentation submitted are a true and complete statement of all proposed work to be done on the described premises and that all provisions of the Building Codes, the Zoning Ordinance, and all other local, state, and federal laws pertaining to the proposed work shall be complied with, whether specified or not.

The Planning Board may employ consultants, legal counsel, professional engineers, and/or inspection services for their assistance and advice in the review of any application before it and for such purposes as the Planning Board may require therefor, including but not limited to; on site investigation, evaluation and inspection, verification of the accuracy of information submitted, evaluation of the adequacy of plans, of the sufficiency of submitted reports; flood hazard evaluation; study of the impact of proposals upon the resources and environment of the Town; preparation and/or review of any environmental impact statements; review of the design and layout of improvements; inspection of installed improvements; and such other services or technical assistance as the Planning Board shall deem necessary for its review of such application, and for the administration of the Town, County, State, and Federal regulations in relation thereto. The Applicant authorizes the Planning Board, as it deems necessary, to employ such assistance and agrees to reimburse the Town for the costs and fees associated with any requested consultants to assist them in their review and consideration of the application, whether it be for either technical or legal purposes. When appropriate the Planning Board shall have the authority to request a deposit from the Applicant for the cost and fees associated with consultants in advance of the review.

It is understood that the Applicant shall satisfy all requirements of the subdivision approval or decision, if granted, and conditions applicable to such, or as may be applicable to dedication of roads and/or recreation/park/open space, prior to issuance of any Certificates of Occupancy or Certificates of Compliance, and/or prior to issuance of any individual permits for proposed building construction.

Date: _____

Name: _____

Signed: _____