

Town of Watson
6965 Number Four
Lowville, New York 13367
(315) 376-3866

Minor Subdivision Application Packet

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(Short EAF Part 1 only)**
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Please review the information in this packet and Town of Watson Subdivision Law Number 3 2008-Subdivision

<https://www.townofwatsonny.com/assets/files/PlanSub.pdf>

All Applications must be completed and dropped off to the Town of Watson Clerk 2 weeks before the scheduled meeting by 3:00PM to be placed on the following agenda.

TOWN OF WATSON PLANNING BOARD
WATSON, NEW YORK

Application # _____
Date Submitted: _____
Fee Paid: _____

Minor Subdivision Application

1. Name of Subdivision: _____

2. Property owner(s): _____

Address: _____

Primary Phone: () _____ Cell Phone: () _____

Email Address: _____

3. Applicant Name (if other than owner): _____

Address: _____

Primary Phone: () _____ Cell Phone: () _____

Email Address: _____

4. Site Location: _____

Tax Map Number: _____

Zoning District: (Circle one) Hamlet Rural
Total Acreage of Parcel(s): _____

5. Current number of lots: _____ Proposed number of lots: _____
Acreage of parcel(s) to be subdivided _____ acres.

6. Is this project proposed to be completed in multiple phases? _____

7. Description of current use and facilities (buildings, use, other facilities, parking lots, etc.): _____

8. Describe current use(s) of all contiguous parcels (Include all types, *Vacant Land, Residential, Commercial, Agricultural, Industrial, etc.*): _____

9. Description of proposed use and facilities of parcel (If more space is needed please use a separate piece of paper): _____

10. Will this project require permits or approval from any Federal, State or County agencies or the Adirondack Park? _____
If yes, please list the names: _____

11. Description of proposed Water Supply (Circle One):
 Individual Well Central Public Water

12. Description of proposed Wastewater (Circle One):
 Septic Other _____

13. General Description of natural features on-site: (Streams, water bodies, slopes, wooded, flat, pasture, vacant land, commercial)

14. Is the property located within or contiguous to an Agricultural Operating Farm?

15. Does the property contain land within a 100-year flood plain and or Federal or State identified Wetlands? _____

16. Is the project contiguous to, or contain a building, site, or district, listed on the State or National Registers of Historic Places: _____ If yes, name: _____

17. Is any part of this subdivision within 500 feet of a bordering or neighboring township? _____

18. Roadways and Driveways – Access to lots: Check all the apply:

_____ Public Road (circle one): Town Road County Road

_____ Private Road

19. Does the subdivision involve any easements? If so, who are the parties to the easement, describe the easement.

20. List the names and addresses of all owners of the land abutting the proposed subdivision:

21. Surveyor/Engineer/Attorney

Name: _____

Address: _____

Telephone: () _____ Cell Phone: () _____

Email: _____

Applicant states the 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.

Signature of Applicant

Date

If any agent is representing an applicant and/or property owner, a signed notarized letter by the applicant and/or property owner authorizing the named individual to act as his/her agent must accompany the application.

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

A Pre-Application meeting may be requested or required by the applicant or the Board.

Dear Applicant,

Pursuant to this Local Subdivision Law #1 of 2008, anyone wishing to subdivide land must follow proper procedures in order to receive approval. Proper procedure is detailed in Article 1 section 107 of the Local Law. The General Requirements and Design Standards and the Documents to be submitted are detailed in Articles 1 through 6 of the Local Law. It is recommended that you read and review the entire Land Subdivision Law to ensure that all procedures are followed and requirements met.

The procedures for a minor subdivision, defined as (A) the division

of any tract of land into four or fewer building lots or parcels, within a three year period, that does not require the creation of any new streets or highways, are as follows:

1. An applicant may submit two copies of a sketch plan, which meets the applicable requirements to the Town Clerk at least ten days prior to the regular meeting of the Town Board at which subdivisions are considered for preliminary discussion. The Subdivider and/or his authorized representative shall attend the meeting to discuss the requirements of a minor subdivision.

2. Complete and submit the application for a minor subdivision at least ten days prior to the regular meeting of the Town Planning Board at which subdivisions are considered [currently the first Wednesday of each month] to the town Clerk. 6965 Number Four Road, Lowville, New York 13367

3. When submitting the application, attached must be five copies plus 1 Mylar of the final plat for the subdivision, which comply with the applicable requirements. (must not be less than 12" x 18" and not more than 24"x 36", contain or have attached certificate of a licensed land surveyor showing the date of completion of the survey and the making of the map and the name of the subdivision.

4. The Application will not be considered without five copies of the final plat.

5. Follow the State Environmental Quality Review Act by completing and submitting either a full Environmental Assessment Form (full EAF)* for all Type I actions or a short Environmental Assessment Form (short EAF)* for all Unlisted actions. The EAF forms are attached. *(Available for download from our website)

1. The applicant or his/her authorized representative must appear before the Town Planning Board at the regular meeting of the Town Planning Board at which subdivisions are considered to discuss the final plat.

2. The Town Planning Board will then schedule a public hearing on the proposed subdivision. This may be combined with a hearing that may be required under the State Environmental Quality Review Act.

3. The Town Planning Board must then make its decision on the final plat.

4. After receiving the approved final plat, the applicant must file the final plat within sixty days in the office of the county clerk or such approval shall expire.

The procedures listed above are only a summary and outline. For a complete description of the requirements, please read and review the local law.

Sincerely,

Town of Watson Planning Board

