CONSERVATION SUBDIVISION CHECKLIST*

***Information on this page ONLY pertains to applications which are requesting the Conservation Subdivision option. This topic is detailed in Chapter 125-23. If you have any questions, please contact our office by phone (845) 626-2434 or E-mail torpbzba@hvc.rr.com prior to submitting your application.**

This checklist is prepared to assist applicants through the Conservation Subdivision process option but does not replace any requirements of law. Please refer to Town of Rochester Town Code Chapter 125: Subdivision and Chapter 140: Zoning, as adopted by Local Law #6 of 2009, for complete detailed information. It is recommended applicants review Chapter 125 Article IV-Design Standards for the criteria with which the Planning Board will be reviewing your application. The Town of Rochester Code is available online. **www.townofrochester.net/Pages/RochesterNY_Codes/code**

All applicants seeking Subdivision approval who choose to apply for the **Conservation Subdivision** option shall be required to submit the following items as outlined below to the Planning Board for review. Once it is determined these items have been filed with the Planning Board secretary, your application will be scheduled on the Planning Board agenda.

A Conservation Subdivision may be classified as either a Major or a Minor Subdivision. A Preliminary Sketch Plan review will take place where the Planning Board reviews your request for Conservation Subdivision. A public hearing will be scheduled for your application. These requirements are in addition to any requirements for either a Minor or Major Subdivision. **Conservation Subdivision applications may require Town Planner review. Establishing an escrow account for this review will be required.**

All approved and signed Final Plans must be filed with the Ulster County Clerk within 62 days and 3 certified copies returned to the Planning Board secretary.

Preliminary Sketch Plan Requirements

- **Completed Town of Rochester Subdivision Application** (attached in this packet)
- **Paid Application Fee and Escrow fee, if applicable**
- **Completed Part 1 Environmental Assessment Long Form (EAF) as required by New York State Environmental Review (SEQRA)**
    - The applicant or their representative should only fill out Part 1 of the EAF. The applicant is responsible to answer each question as completely and accurately as possible.
      Failure to do so may result in the delay of the review process.

- **Sketch Plan Drawing: <u>PLEASE REVIEW CHAPTER 125-23 FOR SPECIFIC DETAILS</u>**
    - Location of the subdivision in relation to the entire tract
    - Showing existing site features and a tentative layout of the subdivision
    - Showing all accesses and improvements within 500 feet of the subdivision
        Some examples of these include:
        - Structures, roadways, driveways, walls/fences, utility tanks
        - Septic tanks and leaching fields, direction of flow and size of sanitary sewers, storm sewers, culverts, water mains, and gas/power lines
        - Fire hydrants, utility poles, and street lighting
        - Deeded Easements and/or Rights-of-way
    - Any site features or known environmental constraints including the general topography and existing ground cover
        Some examples of these include:
        - NYS or Federal wetlands and wetland buffers
        - Floodplains
        - Ponds, streams, ditches, vernal pools, drains, and natural drainage swales
        - Natural features such as steep slopes or rock outcroppings
        - Large groves of trees
    - Tentative layout of the remaining tract of the subdivision
    - North point, graphic scale, name and address of subdivider and landowner
    - Location map identifying the property location
    - Proposed Open Spaces
    - Plans for future uses of remaining parcels
    - Aerial photos are encouraged and may be required by the Planning Board

- **Type of Water Supply and Sewer System proposed**

- **An applicant may wish to include a written narrative further explaining project details**

- **A written request, including the reasoning and/or basis, for relief from any procedure or submittal requirements detailed in Chapter 125 or Chapter 140 the applicant is presenting for consideration by the Planning Board. (*Explained in 125-5 and 140-47)***

- **The applicant shall submit an existing resources and site analysis map giving a comprehensive analysis of existing conditions on the proposed development site following sketch plan as described in Chapter 125-23(L)**

- **After preparing the existing resources and site analysis map, applicants shall arrange for a site inspection of the property by the Planning Board and other Town officials. Based on the map and inspection, a fourstep design process shall then be applied to determine the layout of proposed conservation areas, house sites, streets and lot lines, as described in Chapter 123-23 (L)**

  <u>Preliminary and Final Approval requirements as per Minor or Major Subdivision apply.</u>