MINOR SUBDIVISION CHECKLIST

This checklist is prepared to assist applicants through the Subdivision process 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

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.

All applicants seeking Subdivision approval, as classified **Minor Subdivision** by the Town of Rochester Code Enforcement Office, 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. **The Planning Board meets the third Tuesday of the month at 7:00 PM. All applications and required documents must be received no later than two weeks before the scheduled meeting to be considered for placement on the agenda.**

All projects must undergo a New York State Environmental Review (SEQRA) as required by NYS Environmental Conservation Law. Additionally, as required by NYS Town Law, projects which meet specific criteria must be sent for referral to the Ulster County Planning Board or other agencies for review. Additional Federal, State, or County requirements specific to your application may apply. Minor Subdivision applications do not generally require Town Planner review, but specific elements of your Subdivision which exceed town thresholds may necessitate Town Planner review. Establishing an escrow account for this review will be required, should this occur.

This review will take place in two stages. A Preliminary Sketch Plan review will take place where the Planning Board reviews your request for Minor Subdivision on general terms. If approved by the Planning Board, you will then be directed to submit a Final Plan illustrating all the elements and legal requirements of the Subdivision. The Final Plan must be drawn by a licensed engineer or surveyor. A public hearing will be scheduled for your application. The Planning Board will then approve or disapprove the Final Plan. If approved, the Final Plan will be signed by the Chairman.

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 SHORT Form (EAF)* as required by New York State Environmental Review (SEQRA)**

  ***The Planning Board MAY require a Long Form EAF to be completed**
  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 *(to scale)***
  - 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)***

Final Plan Requirements

PLEASE REVIEW CHAPTER 125-12 FOR SPECIFIC DETAILS

- **7 copies of the Final Plan and Supplementary Info must be prepared by a professional engineer or surveyor.**
    - Shall be not less than 24" X 36" nor more than 36" X 48" in size.
    - The names of all abutting property owners and the size of any remaining acreages in the tract from which lots are being taken shall be shown.
    - The Plan shall show the name of the municipality, name of the owner of record, North Point, graphic scale, and date.
    - Soil types found on the site shall be shown unless the lots involved are lot improvements or contain existing sewage systems. Soil Conservation Service Classifications shall be used.
    - Topography may be required at the discretion of the Planning Board on smaller lots.
    - Existing public roads shall be identified by traffic route numbers and private roads by their posted names and numbers.
    - Proposed lot or parcel lines shall be drawn to scale and dimensions given in feet and hundredths of a foot. Lot areas shall be shown in acres or square feet. The Plan shall depict the proposed subdivision as a part of the contiguous holdings of the subdivider, and show adjacent lots already taken from the parcel.

- **Documentation may be required certifying sewer in the form of a letter from a licensed engineer or the Ulster County Board of Health** (845/340-3009)

- **Street Encroachment (Driveway) permits or documentation of acceptance in written form from either the Town of Rochester Highway Superintendant, State Dept. of Transportation, or County Dept. of Public Works**

- **Stormwater Management requirements**
  - Stormwater management is mandated under New York State Environmental Law and Town of Rochester Code. Instructions and information for this requirement, if applicable, may be found from these sources

    Town of Rochester Code Chapter 140-22 and 125-28
    www.townofrochester.net/Pages/RochesterNY_Codes/code
    NYSDEC www.dec.ny.gov/chemical/8468.html

    - If the proposed subdivision will disturb between one and five acres, an Erosion and Sediment Control Plan shall be prepared in conformance with state requirements. If the applicant is proposing a non-residential subdivision and the amount of disturbance is greater than or equal to 1 acre, a Full Stormwater Pollution Prevention Plan (SWPPP) will be required. The Applicant will be required to submit a Notice of intent (NOI) to the NYSDEC and the Town prior to commencement of construction.

    - If the proposed subdivision will disturb five acres or more, a Full Stormwater Pollution Prevention Plan (SWPPP) will be required. The SWPPP shall be in conformance with the "New York State Stormwater Design Manual" standards and propose water quantitative and qualitative measures in accordance with the above noted Manual. The Erosion and Sediment Control Plan should include temporary and permanent methods of stabilization. All erosion and sediment control measures should be in conformance with the "New York Guidelines for Urban Erosion and Sediment Control". The Applicant will be required to submit a Notice of intent (NOI) to the NYSDEC and the Town prior to commencement of construction.