MAJOR 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 **Major 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.
Major Subdivision applications require Town Planner review. Establishing an escrow account for this review will be required.

This review will take place in three stages. A Preliminary Sketch Plan review will take place where the Planning Board reviews your request for Major Subdivision on general terms. If approved by the Planning Board, you will then be directed to submit a Preliminary Plan illustrating all the elements and legal requirements of the Subdivision. The Preliminary 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 Preliminary Plan. The applicant shall then be required to file a performance guarantee to assure the improvements. Following this a Final Plan must be submitted and reviewed. 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 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**

- **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 *(to scale)* PLEASE REVIEW CHAPTER 125-14 FOR SPECIFIC DETAILS**
    - 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)***

Preliminary Plan Requirements

PLEASE REVIEW CHAPTER 125-15 FOR SPECIFIC DETAILS

- **Preliminary Plan**
    - Not less than 24" x 36" or more than 36" x 48" in size
- **The Plan shall be based on the concepts presented in the Sketch Plan and contain the following information:**
    - Proposed name of the subdivision. This name shall not duplicate in spelling or pronunciation any recorded subdivision within Ulster County. The name and address of landowner and subdivider shall also be provided.
    - Location by Town, County and State. The plan shall also include tax map numbers for affected and adjacent parcels and a 1" = 2000' location map.
    - North point, date and graphic scale.
    - Boundaries of total tract and acreage contained within it.
    - Locations, and where appropriate, dimensions of parks and public grounds, permanent buildings in, or adjacent to, the subdivision, open space easements and other significant existing site features.
    - Approximate locations of existing sanitary sewers, public water mains, storm sewers, electric power and transmission lines, gas lines, and all other items above or below ground with direction of flow and pressure.
    - Names of owners of abutting properties, and lines showing where they intersect.
    - Existing contours at intervals of two feet.
    - Proposed layout of streets, alleys and other public rights-of-way, including widths and proposed names
    - The street proposals shall be accompanied by a submission of plans including profiles, cross-sections, and preliminary designs for bridges and culverts.
    - The proposed layout, numbering and approximate dimensions and acreage of lots.
    - Parcels to be dedicated to the public, or reserved for their use, or to be reserved by covenant for residents, shall be shown and marked as such.
    - Building setback lines. Where lots are located on a curve, or side lines are not parallel, the width at the building line shall be shown.
    - All drainage easements shall be shown and marked as such.
    - Approximate final grades in areas of cut or fill shall be shown.
    - Any lots designated for uses other than residential shall be indicated.
    - All applicable zoning data.
    - Tentative sites for houses, driveways and sewage systems.

- **Tentative sites for house, driveways, and sewerage systems or a professional engineer's certification that a lot is buildable**

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

- **Evidence of water supply**

- **Where available, evidence from utility companies servicing the area indicating such utility companies are aware of and will provide service to the proposed subdivision.**

- **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**

- **An erosion and sedimentation control plan indicating those measures to be employed during construction and as may be necessary to prevent loss of soil from erosion and to prevent resulting property damage, siltation and contamination of water courses or impoundments (see "New York State Standards and Specifications for Erosion and Sediment Control").**

- **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.

- **Landscaping plans**
- **Future use of remaining parcels**
- **Proposed covenants and restrictions and a management plan for the proposed Homeowners Association (HOA).**
- **Road Maintenance Agreement and/or Performance Guarantee as approved by the Town Board and the Attorney for the Town, if applicable**

Final Plan Requirements

PLEASE REVIEW CHAPTER 125-17 FOR SPECIFIC DETAILS

- **Final Plan and Supplementary Info must be prepared by a professional engineer or surveyor.**