

**TOWN OF NEW SCOTLAND  
MINOR SUBDIVISION APPLICATION**

DATE: \_\_\_ / \_\_\_ / \_\_\_

Tax Map ID#: \_\_\_\_\_

**MINIMUM SUBMITTAL FEE DUE WITH APPLICATION \$50.00**

**MINIMUM PARK FEES DUE ON APPROVAL AT \$200.00 PER LOT**

SUB/DIV NAME: \_\_\_\_\_

OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE#: \_\_\_\_\_

OWNER(S) SIGNATURE OF CONSENT TO APPLICATION:  
\_\_\_\_\_

APPLICANT/AGENT: \_\_\_\_\_

APP. ADDRESS: \_\_\_\_\_

INTEREST IN THE PROPERTY: \_\_\_\_\_

PHONE #: ( ) \_\_\_\_\_

SUB/DIV SITE:

LOCATION: \_\_\_\_\_

ORIGINAL PARCEL SIZE: \_\_\_\_\_ ZONING DIST: \_\_\_\_\_

NEW LOT SIZES: \_\_\_\_\_

\*\*\*\*\*

**MINOR SUBDIVISION DEFINITION:** THE TERM "MINOR SUBDIVISION" MEANS ANY BOUNDARY LINE ADJUSTMENT, OR, THE DIVISION OF LAND INTO AT LEAST TWO (2) BUT NOT MORE THAN FOUR (4) LOTS, PARCELS OR SITES WHICH DO NOT REQUIRE THE CONSTRUCTION OF A NEW STREET, PUBLIC UTILITY OR EXPANSION OF AN EXISTING STREET OR PUBLIC UTILITY.

\*\*\*\*\*

**BRIEF DESCRIPTION OF PROPOSED SUBDIVISION WITH PURPOSE STATED:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<i>Department Use</i>	
<i>Date/Purpose:</i>	
Sub-Div #:	# _____
Submtl/Dt:	___ / ___ / ___
Fee/Amt	\$ _____
Dt/Fee/Pd:	___ / ___ / ___
Review/Dt:	___ / ___ / ___
Site/Dt:	___ / ___ / ___
Decision:	_____
App/Dny/DT:	___ / ___ / ___
Lot/Fee/Amt:	\$ _____
Lt/Fee/Pd:	___ / ___ / ___
Stamp Dt:	___ / ___ / ___
Send P.B. :	___ / ___ / ___
Other :	_____
Act./Date	___ / ___ / ___
Other	_____

**REQUIRED INFORMATION:**

- A. KEY MAP SHOWING:
  - 1. ZONING DISTRICT(S) INVOLVED
  - 2. BOUNDARY OF ZONING AND MUNICIPAL LIMITS
  - 3. NAMES OF ADJACENT PROPERTY OWNERS
  
- B. FIELD SURVEYS OF PROPERTY LINES WITH DESCRIPTIVE DATA MADE BY AND CERTIFIED BY A LICENSED LAND SURVEYOR AND ALSO DESCRIBING THE APPROVED LOT CORNER MONUMENTS WITH THEIR LOCATIONS
  
- C. 911 LOT NUMBERING CONSISTENT WITH NEW SCOTLAND 911 REQUIREMENTS
  
- D. PLATS PREPARED ON A PERMANENT REPRODUCIBLE MEDIUM AT A SCALE NOT TO EXCEED MORE THAN ONE HUNDRED (100) FEET TO THE INCH, ON SHEETS NOT LARGER THAN 30" (THIRTY INCHES) BY 40" (FORTY INCHES)
  
- E. INFORMATION REQUIRED ON THE PLAT:
  - 1. A TITLE BLOCK INCLUDING:
    - a. SUBDIVISION NAME
    - b. TOWN AND COUNTY NAME
    - c. NAME AND ADDRESS OF RECORD OWNER
  
  - 2. NORTH ARROW
  - 3. DATE OF THE ORIGINAL AND SUBSEQUENT SUBMISSIONS
  - 4. MAP SCALE
  - 5. NAME, LICENSE#, ADDRESS, SEAL AND SIGNATURE OF THE LICENSED PREPARER
  - 6. EXISTING SITE CONDITIONS TO BE SHOWN:
    - a. APPROXIMATE LOCATION OF TREE MASSES, MARSHES, PONDS, STREAMS, WETLANDS (STATE AND FEDERAL WETLANDS MAY REQUIRE ADDITIONAL INFORMATION) AND ANY SIGNIFICANT NATURAL FEATURES
    - b. EXISTING BUILDINGS, WATER MAINS, CULVERTS, UTILITY LINES, HYDRANTS AND OTHER MAN MADE SIGNIFICANT FEATURES
    - c. EXISTING STREETS WITHIN THREE HUNDRED (300) FEET, R.O.W. WIDTHS, PAVEMENT WIDTHS, EASEMENTS AND EXISTING PROPERTY LINES
    - d. REASONS FOR ESTABLISHMENT OF R.O.W. AND EASEMENT
  
  - 7. PROPOSED SITE CONDITIONS:
    - a. DIMENSIONS AND AREAS OF NEW LOTS TO THE 100<sup>th</sup> FOOT
    - b. LOCATION AND SIZE (IF ANY) OF STORM WATER MANAGEMENT IMPROVEMENTS
    - c. SET BACKS, FRONTAGE AND LOT WIDTH REQUIREMENTS OF THE INVOLVED DISTRICTS
    - d. TOTAL AREA OF ANY PROPOSED/ANTICIPATED LAND DISTURBANCE
  
- F. A SHORT FORM E.A.S. WITH PART ONE COMPLETED
  
- G. AG DATA STATEMENT (IDENTIFY ANY AG. DISTRICT PARCEL WITHIN 500' OF THE SUBJECT PARCEL)
  
- H. INCLUDE THE "LAND DISTURBANCE ACTIVITIES" AND THE "AG. DATA" STATEMENTS ON THE PLAT

**"Agricultural operations exist throughout the Town of New Scotland and there are presently or may in the future be farm uses adjacent to or in close proximity to the subdivided premises. Such uses are protected by New Scotland's Right-to-Farm Law."**

**"Prior to any land disturbance activity taking place, a "Land Development Activities Application" must be filed with the Building Department for review and approval in accordance with Article I, Section 4 of Local Law for Storm Water Management and Erosion and Sediment and Control ."**
  
- I. ANY OTHER CERTIFICATES/AFFIDAVITS REQUIRED TO ASSURE COMPLIANCE

\*This check sheet is provided as a guide for convenience only, Applicant should refer to the applicable section of the Subdivision Law of the Town of New Scotland for any additional requirements.

# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 – Project and Sponsor Information</b>			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?		NO	YES
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		<input type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency?		NO	YES
If Yes, list agency(s) name and permit or approval:		<input type="checkbox"/>	<input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, are adjoining or near the proposed action:			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):			
<input type="checkbox"/> Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?		NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?		NO	YES
If Yes, identify: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. a. Will the proposed action result in a substantial increase in traffic above present levels?		NO	YES
b. Are public transportation services available at or near the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Does the proposed action meet or exceed the state energy code requirements?		NO	YES
If the proposed action will exceed requirements, describe design features and technologies:			
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____			
10. Will the proposed action connect to an existing public/private water supply?		NO	YES
If No, describe method for providing potable water: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____			
11. Will the proposed action connect to existing wastewater utilities?		NO	YES
If No, describe method for providing wastewater treatment: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____			
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?		NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?		NO	YES
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____			
_____			
_____			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, <ul style="list-style-type: none"> <li>a. Will storm water discharges flow to adjacent properties?</li> <li>b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?</li> </ul> If Yes, briefly describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
<b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>		
Applicant/sponsor/name: _____ Date: _____		
Signature: _____ Title: _____		