VILLAGE OF PENN YAN
APPLICATION FOR MINOR SUBDIVISION REVIEW

FEE- A fee made payable to the Village of Penn Yan of $150.00 will be assessed to cover the cost of Administrative time, Public Notices, filing of maps, tax searches, mailings, copies, etc. Additionally, all legal and engineering costs incurred by the Village of Penn Yan Planning Board will be billed to the applicant.

Plans, fee and completed application must be submitted to the Planning Board by applicable submission deadline (See secretary for date).

The subdivision must have the name of the parcel for which it may be known.

Attached: Environmental Assessment form (PART I) must be completed and accompany application (Part 617 of the Environmental Conservation Law- State Environmental Quality Review or SEQR).

FOR OFFICE USE ONLY

Date Received ____________ File No. ________________

Name of applicant __________________________________________

Fee Paid ________________ Check No. ________________

Planning Board Secretary
MINOR SUBDIVISION APPLICATION

Date: ___________  Phone:____________

Property Owner’s Name: ___________________________  Cell Phone:____________

Mailing Address: __________________________________________________________
   (Street, Town, State, Zip)

ADDRESS OF SUBDIVISION ________________________________________________
   (Street)

TAX MAP #__________________________

Type of subdivision: _____ Residential  ______ Commercial

Total acreage of land to be subdivided: ____________

Zoning District: _____ Water District: Penn Yan  Fire District: Penn Yan  Sewer District: Penn Yan

Easements  ____Yes  ____No ____________________________ (Brief description)

Deed Restrictions:  ____Yes  ____No ____________________________ (Brief description)

Will subdivision be developed in phases:  ____Yes  ____No  If yes, how many? _______

Are there any water or sewer mains and associated fixtures to be dedicated to the Village?  ____Yes  ____No

Are there any streets to be dedicated to the Village in your plan?  ____Yes  ____No

If yes, please refer to Penn Yan Design & Construction Standards for Land Development

Name of Engineer: __________________________________________  Phone/Cell phone:________

Address: _____________________________________________________________
   (Street, Town, State, Zip)

Date: _______________  PRINT APPLICANT’S NAME

   SIGN APPLICANT’S NAME
CHECKLIST FOR REQUIREMENTS ON MINOR SUBDIVISION MAP

The information listed below is required for all plans submitted to the Board for approval. Certified Engineer’s report on soil and ground water conditions with percolation test results and test pit information is required for all subdivisions in the Village of Penn Yan.

All subdivisions will require a surety bond to cover infrastructure improvements in the event the project is not completed.

MAP REQUIREMENTS MET:
1. ___ 9 copies of map (Scale (1”= 100’ Not more than 34” x 44”).
2. ___ Name and address of owner and sub-divider.
3. ___ Name and address of Engineer along with the date.
4. ___ Written and clear statement of sub-divider’s intent.
5. ___ North arrow.
6. ___ Location map 3” x 3”.
7. ___ Tax map with proposed subdivision outlined.
8. ___ Owners of adjacent lands
9. ___ Graphic scale.
10. ___ Existing site features.
11. ___ Lots numbered.
12. ___ Proposed street lines.
13. ___ Field survey of boundary lines of proposed lots.
14. ___ Covenants, easements or deed restrictions affecting the proposed subdivision.
15. ___ Aerial photograph with proposed subdivision outlined (scale 1’ = 1,000’ or larger).
16. ___ Ground contours for the parcel and adjoining parcels (5’ intervals).
17. ___ Pertinent topographic features within the parcel and on adjoining parcels.
18. ___ Location in relation to flood plain or wetlands.
19. ___ If proposal is within 100 year flood plain, it must be reviewed by the Engineer for the Town and by Department of Environmental Conservation.
20. ___ Proposed source of water supply (i.e. public or well).
21. ___ Nearest hydrant.
22. ___ Location of wells. If no well, supply data of wells on adjoining parcels as to depth, yield and chemical analysis. Yield ________ Portability analysis ________
23. ___ Drainage study map with proposed storm water run-off.
24. ___ One test hole (min. 8’ deep), 1 perk test for each ten (10) acres of the proposed development. (Tests must be certified by a Licensed Engineer - P.E.).
25. ___ Method of sewage disposal.
26. ___ Existing septic system (Certification by Engineer that system is in compliance with the Board of Health Regulations and functioning properly.)
27. ___ Features to be retained. ______________ Features to be removed.
28. ___ Adjacent roads _____ Pavement ________ Ditches _____ Right of way.
29. ___ Driveways
30. ___ Zoning districts outlined within the parcel.
31. ___ Engineer’s seal and signature.
32. ___ Surveyor’s seal and signature.
33. ___ Provide 3” x 5” bloc on right side of plan for Village use.
34. ___ If developing in phases, shown anticipated phases and a time schedule.
35. ___ Engineer’s preliminary report on soils and ground water conditions.
36. ___ Site distances from access point.