

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

**** PRINT OR TYPE ONLY****
Illegible Applications will be rejected

MINOR SUBDIVISION APPLICATION

Date: _____ Phone: _____

Property Owner's Name: _____ Cell Phone: _____

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

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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

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Name of Engineer: _____ Phone/Cell phone: _____

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

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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.