TOWN OF NEVERSINK
PLANNING BOARD
P.O. BOX 307 - 273 MAIN STREET
GRAHAMSVILLE, N.Y. 12740
(845) 985-2262

CONTENTS OF APPLICATION PACKET

SUBDIVISION

1. INSTRUCTIONS FOR INITIAL SUBMISSION OF INFORMATION FOR A **MAJOR** OR MINOR SUBDIVISION.
2. TWO (2) APPLICATION FORMS.
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4. OWNER'S AUTHORIZATION (INDIVIDUAL OR CORPORATE).
5. APPLICATION FOR VARIATION AND WAIVER OF REQUIREMENTS.
6. PLAT CHECKLIST.
7. FEE COMPUTATION SCHEDULE.
8. COUNTY CLERK FILING REQUIREMENTS

NOTICE TO ALL APPLICANTS

ALL SUBDIVISIONS ARE SUBJECT TO ALL REQUIREMENTS AS SET FORTH IN CHAPTER 41, ENTITLED "SUBDIVISION OF LAND" AND CHAPTER 50, ENTITLED "ZONING CODE OF THE TOWN OF NEVERSINK". (available on-line @ townofneversink.org)

CONSULT WITH NEW YORK CITY DEPARTMENT OF ENVIRONMENTAL PROTECTION WITH RESPECT TO BUILDING IN THE WATERSHED AREA.

INSTRUCTIONS FOR INITIAL SUBMISSION OF INFORMATION
FOR MAJOR AND MINOR SUBDIVISION

ALL APPLICATIONS SUBJECT TO SUBDIVISION REGULATIONS

At least ten (10) days prior to the meeting at which initial review is desired, the subdivider or his agent shall submit:

1. Two (2) copies of a completed Application Form.
2. A Sketch Plan (or Plat, if prepared).
3. Copy of the latest deed of the subject premises.
4. Completed S.E.Q.R. Form.
5. Names and addresses of all adjoining property owners (including those across the road).
6. Application Fee.

NOTE: **To be placed on the agenda, all required information must be submitted to the Planning Board Chairman or Clerk no later than 4:00 P.M. on the 10th business day prior to the meeting at which review is desired.**

APPLICATION FOR REVIEW AND APPROVAL OF SUBDIVISION

To be placed on the Planning Board Agenda, this form must be submitted at least ten (10) days prior to the meeting at which review is being requested.

TITLE (NAME) OF SUBDIVISION

_____

1. OWNER OF RECORD:

   Name _____
   Address _____
   _____
   Telephone No. _____

2. AGENT FOR OWNER: (**Notarized authorization from owner required)**

   Name_____
   Address _____
   _____
   Telephone No. _____

3. SURVEYOR:

   Name _____
   Address_____
   _____
   Telephone No. _____

4. ENGINEER: (If applicable)

   Name _____
   Address _____
   _____
   Telephone No. _____

5. LOCATION OF SUBDIVISON:

ZoningDistrict _____
Street or Road_____
Tax Map No.: Section _____ Block _____ Lot _____

6. HAS THIS PROPERTY BEEN PREVIOUSLY SUBIDIVIDED? _____YES _____NO

7. If so, when?_____

8. Is parcel now proposed to be subdivided part of a subdivision created since 1989?
_____ YES _____ NO

9. Name and date of approved subdivision_____

10. **TRACT AND LOT INFORMATION:**

A. Total acreage of parcel to be subdivided_____

B. Total number of lots in subdivision (include original lot)_____

C. Number of lots **over** five (5) acres_____
Total acreage of lots over (5) acres _____

D. Number of lots **under** five (5) acres _____
Total acreage of lots under five (5) acres _____

E. Other property **currently** owned by subdivider that is adjoining subdivision under review: Size_____ Tax Map No. _____

F. Other property **previously** owned by subdivider that is adjoining subdivision under review: Size_____ Tax Map No. _____

11. Type of Water Supply: Existing _____Proposed _____

12. Type and Size of Sewer System: Existing _____
Proposed_____

13. Type of Subdivision: Single Family _____ Multiple _____ Other _____

If other, state in detail type of proposed use _____
_____
_____

14. Roads, Rights-of-Way, or other Accesses Existing or to be constructed within bounds of the Subdivision _____
_____
_____
_____

15. Is the property located within an Agricultural District containing a farm operation **or** on property with boundaries within 500 feet of a farm operation located within an Agricultural District: _____ YES _____ NO
(If YES, an Agricultural Data Statement must be submitted)

SIGNATURE: _____
Owner/Agent (Specify)

NOTARIZATION:

Sworn to before me this _____ day
of _____ 20___

_____
Notary Public

APPLICATION FOR REVIEW AND APPROVAL OF SUBDIVISION

To be placed on the Planning Board Agenda, this form must be submitted at least ten (10) days prior to the meeting at which review is being requested.

TITLE (NAME) OF SUBDIVISION

_____

1. OWNER OF RECORD:

   Name _____
   Address _____
   _____
   Telephone No. _____

2. AGENT FOR OWNER: (**Notarized authorization from owner required)**

   Name_____
   Address _____
   _____
   Telephone No. _____

3. SURVEYOR:

   Name _____
   Address_____
   _____
   Telephone No. _____

4. ENGINEER: (If applicable)

   Name _____
   Address _____
   _____
   Telephone No. _____

5. LOCATION OF SUBDIVISON:

ZoningDistrict _____
Street or Road_____
Tax Map No.: Section _____ Block _____ Lot _____

6. HAS THIS PROPERTY BEEN PREVIOUSLY SUBIDIVIDED? _____YES _____NO

7. If so, when?_____

8. Is parcel now proposed to be subdivided part of a subdivision created since 1989?
_____ YES _____ NO

9. Name and date of approved subdivision_____

10. **TRACT AND LOT INFORMATION:**

A. Total acreage of parcel to be subdivided_____

B. Total number of lots in subdivision (include original lot)_____

C. Number of lots **over** five (5) acres_____
Total acreage of lots over (5) acres _____

D. Number of lots **under** five (5) acres _____
Total acreage of lots under five (5) acres _____

E. Other property **currently** owned by subdivider that is adjoining subdivision under review: Size_____ Tax Map No. _____

F. Other property **previously** owned by subdivider that is adjoining subdivision under review: Size_____ Tax Map No. _____

11. Type of Water Supply: Existing _____Proposed _____

12. Type and Size of Sewer System: Existing _____
Proposed_____

13. Type of Subdivision: Single Family _____ Multiple _____ Other _____

If other, state in detail type of proposed use _____
_____
_____

14. Roads, Rights-of-Way, or other Accesses Existing or to be constructed within bounds of the Subdivision _____
_____
_____
_____

15. Is the property located within an Agricultural District containing a farm operation **or** on property with boundaries within 500 feet of a farm operation located within an Agricultural District: _____ YES _____ NO
(If YES, an Agricultural Data Statement must be submitted)

SIGNATURE: _____
Owner/Agent (Specify)

NOTARIZATION:

Sworn to before me this _____ day
of _____ 20___

_____
Notary Public

OWNER'S AUTHORIZATION
(Individual)

The undersigned, owner of premises located on _____ in the Town of Neversink and shown on the Town of Neversink tax map as Section _____ Block _____ Lot _____ hereby authorize _____ to appear as my Agent in all proceedings relating to subdivision of the aforementioned parcel.

_____
Owner's Signature

Sworn to before me this ____ day
of _____, 20___

_____
Notary Public

OWNER'S AUTHORIZATION
(Corporate)

The undersigned, _____ of _____ _____ owner of premises located on _____ _____ in the Town of Neversink and shown of the Town of Neversink tax map as Section _____ Block _____ Lot _____ hereby authorize _____ to appear as my Agent in all proceedings relating to subdivision of the aforementioned parcel.

_____

By: _____

State of New York)
) ss
County of)

On the _____ day of _____, 20___, before me personally came _____ to me known, who duly sworn, did depose and say that he/she resides at _____, that he/she is the _____ of the corporation described in and which executed the foregoing instrument by order of the Board of Directors of said corporation, and that he/she signed his/her name thereto by like order.

APPLICATION FOR VARIATION AND WAIVER OF REQUIREMENTS

Chapter 41

Subdivision of Lands

Request for variation and waiver is hereby made from the following provisions of Chapter 14 of the Code of the Town of Neversink: "Subdivision of Lands":

Section: _____
_____

Description of request:

_____
_____
_____
_____
_____
_____
_____
_____

Reasons for variation or waiver:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Date: _____ _____
Owner/Agent

TOWN OF NEVERSINK PLANNING BOARD
Sketch Plan Checklist for Major Subdivisions

The following procedures and requirements shall apply to **MAJOR** subdivisions.

At least (10) days prior to the meeting at which review is desired, the subdivider, or his authorized agent, shall submit twelve (12) copies of the sketch plan meeting the following requirements:

A. Sketch plans for major subdivisions. A sketch plan shall be submitted to the Planning Board of a scale sufficient to show the entire tract on one sheet and should show or include the following:

(1) The location of that portion which is to be subdivided in relation to the entire tract.

(2) All existing structures and wooded areas within the portion to be subdivided.

(3) The name of the owners of all adjoining properties as disclosed by the most recent tax rolls.

(4) All streets or roads, streams, water mains, sanitary sewers and electric, power and transmission lines, within 500 feet of the subdivision.

(5) The types and bounds of all soils on the site.

(6) The tentative layout of the remainder of the tract or other contiguous property owned by the subdivider.

(7) The North point, scale and date.

(8) A location map depicting the premises upon the United States Geological Survey quadrangle map(s).

TOWN OF NEVERSINK PLANNING BOARD
Preliminary Plat requirements for Major Subdivisions

B. Preliminary plat requirements for major subdivisions. 12 copies of the preliminary plat shall be required for all proposed major subdivisions. The preliminary plat shall be submitted to the Planning Board Secretary, or his/her designee, at least 10 days prior to the meeting at which the plat will be formally presented. The preliminary plat shall meet the following requirements and contain the following information:

(1) The preliminary plat shall be clearly and legibly drawn by a licensed land surveyor to the County Clerk's specifications. Maps shall be not less than 8 1/2 inches by 11 inches nor more than 24 inches by 36 inches in size.

(2) The proposed name of the subdivision. The name shall not duplicate in spelling or pronunciation any recorded subdivision within the Town of Neversink.

(3) The location by Town, county and state. The plat should also include Tax Map numbers for the subject parcel and adjacent parcels.

(4) The boundaries of the total tract and acreage contained within it.

(5) The names of the owners of adjacent properties and lines showing where they intersect the subject parcel.

(6) The proposed lot layout, with a numbering of lots.

(7) The approximate dimensions and acreage of each lot.

(8) The existing contours at intervals of not more than 20 feet. (United States Geological Survey maps may suffice for the basis of this item.) The Town reserves the right to request greater detail when the scope or nature of the development demands the same.

(9) The location and extent of undevelopable areas, including widths of rights-of-way of all streets, utility areas, parks, public grounds, existing buildings and all open space areas.

(10) The approximate locations of existing sanitary sewers, public water mains, storm sewers, electric power and transmission lines and all other items above or below ground, with direction of flow and pressure, if applicable.

(11) The proposed layout of streets and other public rights-of-way, including widths and proposed names which shall not duplicate existing names by spelling or pronunciation. The street proposals shall be accompanied by a submission of plans, including profiles, cross sections and preliminary designs for bridges and culverts.

(12) All drainage easements shall be shown and marked as such.

(13) Approximate final grades in areas of cut or fill shall be shown.

(14) The building setback lines.

(15) Any lots designated for uses other than residential shall be indicated.

(16) The parcels to be dedicated to the public or reserved for public use or to be reserved for use by residents of the subdivision shall be shown and marked as such.

(17) The proposed covenants and restrictions.

(18) Location and results of percolation tests and deep pit tests for each lot, together with certification by a professional engineer as to the conformity of the plans with the requirements of the New York State Department of Health and the Town of Neversink pertaining to sewage disposal.
[Amended 11-24-1992 by L.L. No. 5-1992]

(19) The location of New York State designated wetlands.

(20) The location of any designated flood hazard areas.

(21) An erosion and sedimentation plan prepared by a licensed professional engineer, if required by the Planning Board.

(22) A stormwater management plan prepared by a licensed professional engineer, if required by the Planning Board.

TOWN OF NEVERSINK PLANNING BOARD

Major Subdivision Fee Computation Schedule

Name of Applicant/Subdivider _____

Location (Sect/Block/Lot #) _____

APPLICATION FEE: Payable upon initial application

Plat	$ 100.00
____ lot(s) @ $ 10.00 ea.	$ _____
TOTAL	$ _____

DATE REC'D _____ AMT REC'D $_____

PUBLIC HEARING FEES: Payable prior to Public Hearing

Per hearing	$ 25.00
_____ notices @ $5.54 each	$ _____
TOTAL	$ _____

DATE REC'D _____ AMT REC'D $_____

OTHER FEES: Payable at Final Approval upon release of approved, endorsed maps

Fee in Lieu of Parkland Dedication (Chapter 41, '41-16)

____ lot(s) @ $ 100.00 per unimproved lot	$ _____
Special Fees (Town Engineer, Inspection Fees, etc.)	$ _____
TOTAL	$ _____

DATE REC'D _____ AMT REC'D $_____

COMMENTS:

_____

_____

_____

617.20
Appendix A
State Environmental Quality Review
FULL ENVIRONMENTAL ASSESSMENT FORM

Purpose: The full EAF is designed to help applicants and agencies determine, in an orderly manner, whether a project or action may be significant. The question of whether an action may be significant is not always easy to answer. Frequently, there are aspects of a project that are subjective or unmeasurable. It is also understood that those who determine significance may have little or no formal knowledge of the environment or may not be technically expert in environmental analysis. In addition, many who have knowledge in one particular area may not be aware of the broader concerns affecting the question of significance.

The full EAF is intended to provide a method whereby applicants and agencies can be assured that the determination process has been orderly, comprehensive in nature, yet flexible enough to allow introduction of information to fit a project or action.

Full EAF Components: The full EAF is comprised of three parts:

Part 1: Provides objective data and information about a given project and its site. By identifying basic project data, it assists a reviewer in the analysis that takes place in Parts 2 and 3.

Part 2: Focuses on identifying the range of possible impacts that may occur from a project or action. It provides guidance as to whether an impact is likely to be considered small to moderate or whether it is a potentially-large impact. The form also identifies whether an impact can be mitigated or reduced.

Part 3: If any impact in Part 2 is identified as potentially-large, then Part 3 is used to evaluate whether or not the impact is actually important.

THIS AREA FOR LEAD AGENCY USE ONLY

DETERMINATION OF SIGNIFICANCE -- Type 1 and Unlisted Actions

Identify the Portions of EAF completed for this project: ☐ Part 1 ☐ Part 2 ☐ Part 3

Upon review of the information recorded on this EAF (Parts 1 and 2 and 3 if appropriate), and any other supporting information, and considering both the magnitude and importance of each impact, it is reasonably determined by the lead agency that:

☐ A. The project will not result in any large and important impact(s) and, therefore, is one which **will not** have a significant impact on the environment, therefore **a negative declaration will be prepared.**

☐ B. Although the project could have a significant effect on the environment, there will not be a significant effect for this Unlisted Action because the mitigation measures described in PART 3 have been required, therefore **a CONDITIONED negative declaration will be prepared.***

☐ C. The project may result in one or more large and important impacts that may have a significant impact on the environment, therefore **a positive declaration will be prepared**.

*A Conditioned Negative Declaration is only valid for Unlisted Actions

Name of Action

Name of Lead Agency

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (If different from responsible officer)

website

Date

Reset

PART 1--PROJECT INFORMATION
Prepared by Project Sponsor

NOTICE: This document is designed to assist in determining whether the action proposed may have a significant effect on the environment. Please complete the entire form, Parts A through E. Answers to these questions will be considered as part of the application for approval and may be subject to further verification and public review. Provide any additional information you believe will be needed to complete Parts 2 and 3.

It is expected that completion of the full EAF will be dependent on information currently available and will not involve new studies, research or investigation. If information requiring such additional work is unavailable, so indicate and specify each instance.

Name of Action _____

Location of Action (include Street Address, Municipality and County)

_____

Name of Applicant/Sponsor _____

Address _____

City / PO _____ State _____ Zip Code _____

Business Telephone _____

Name of Owner (if different) _____

Address _____

City / PO _____ State _____ Zip Code _____

Business Telephone _____

Description of Action:

Reset

Please Complete Each Question--Indicate N.A. if not applicable

A. SITE DESCRIPTION

Physical setting of overall project, both developed and undeveloped areas.

1. Present Land Use: ☐ Urban ☐ Industrial ☐ Commercial ☐ Residential (suburban) ☐ Rural (non-farm)
   ☐ Forest ☐ Agriculture ☐ Other _____

2. Total acreage of project area: _____ acres.

APPROXIMATE ACREAGE	PRESENTLY	AFTER COMPLETION
Meadow or Brushland (Non-agricultural)	_____ acres	_____ acres
Forested	_____ acres	_____ acres
Agricultural (Includes orchards, cropland, pasture, etc.)	_____ acres	_____ acres
Wetland (Freshwater or tidal as per Articles 24,25 of ECL)	_____ acres	_____ acres
Water Surface Area	_____ acres	_____ acres
Unvegetated (Rock, earth or fill)	_____ acres	_____ acres
Roads, buildings and other paved surfaces	_____ acres	_____ acres
Other (Indicate type) _____	_____ acres	_____ acres

3. What is predominant soil type(s) on project site? _____
   a. Soil drainage: ☐ Well drained _____% of site ☐ Moderately well drained _____% of site.
   ☐ Poorly drained _____% of site
   b. If any agricultural land is involved, how many acres of soil are classified within soil group 1 through 4 of the NYS Land Classification System? _____ acres (see 1 NYCRR 370).

4. Are there bedrock outcroppings on project site? ☐ Yes ☐ No
   a. What is depth to bedrock _____ (in feet)

5. Approximate percentage of proposed project site with slopes:
   ☐ 0-10% _____% ☐ 10- 15% _____% ☐ 15% or greater _____%

6. Is project substantially contiguous to, or contain a building, site, or district, listed on the State or National Registers of Historic Places? ☐ Yes ☐ No

7. Is project substantially contiguous to a site listed on the Register of National Natural Landmarks? ☐ Yes ☐ No

8. What is the depth of the water table? _____(in feet)

9. Is site located over a primary, principal, or sole source aquifer? ☐ Yes ☐ No

10. Do hunting, fishing or shell fishing opportunities presently exist in the project area? ☐ Yes ☐ No

Reset

11. Does project site contain any species of plant or animal life that is identified as threatened or endangered? ☐ Yes ☐ No

According to:

Identify each species:

12. Are there any unique or unusual land forms on the project site? (i.e., cliffs, dunes, other geological formations?

☐ Yes ☐ No

Describe:

13. Is the project site presently used by the community or neighborhood as an open space or recreation area?

☐ Yes ☐ No

If yes, explain:

14. Does the present site include scenic views known to be important to the community? ☐ Yes ☐ No

15. Streams within or contiguous to project area:

a. Name of Stream and name of River to which it is tributary

16. Lakes, ponds, wetland areas within or contiguous to project area:

b. Size (in acres):

Reset

17. Is the site served by existing public utilities? ☐ Yes ☐ No

a. If **YES,** does sufficient capacity exist to allow connection? ☐ Yes ☐ No

b. If **YES**, will improvements be necessary to allow connection? ☐ Yes ☐ No

18. Is the site located in an agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304? ☐ Yes ☐ No

19. Is the site located in or substantially contiguous to a Critical Environmental Area designated pursuant to Article 8 of the ECL, and 6 NYCRR 617? ☐ Yes ☐ No

20. Has the site ever been used for the disposal of solid or hazardous wastes? ☐ Yes ☐ No

B. Project Description

1. Physical dimensions and scale of project (fill in dimensions as appropriate).

a. Total contiguous acreage owned or controlled by project sponsor: _____ acres.

b. Project acreage to be developed: _____ acres initially; _____ acres ultimately.

c. Project acreage to remain undeveloped: _____ acres.

d. Length of project, in miles: _____ (if appropriate)

e. If the project is an expansion, indicate percent of expansion proposed. _____ %

f. Number of off-street parking spaces existing _____; proposed _____

g. Maximum vehicular trips generated per hour: _____ (upon completion of project)?

h. If residential: Number and type of housing units:

	One Family	Two Family	Multiple Family	Condominium
Initially	_____	_____	_____	_____
Ultimately	_____	_____	_____	_____

i. Dimensions (in feet) of largest proposed structure: _____ height; _____ width; _____ length.

j. Linear feet of frontage along a public thoroughfare project will occupy is? _____ ft.

2. How much natural material (i.e. rock, earth, etc.) will be removed from the site? _____ tons/cubic yards.

3. Will disturbed areas be reclaimed ☐ Yes ☐ No ☐ N/A

a. If yes, for what intended purpose is the site being reclaimed?

b. Will topsoil be stockpiled for reclamation? ☐ Yes ☐ No

c. Will upper subsoil be stockpiled for reclamation? ☐ Yes ☐ No

4. How many acres of vegetation (trees, shrubs, ground covers) will be removed from site? _____ acres.

Reset

5. Will any mature forest (over 100 years old) or other locally-important vegetation be removed by this project?

☐ Yes ☐ No

6. If single phase project: Anticipated period of construction: _____ months, (including demolition)

7. If multi-phased:

   a. Total number of phases anticipated _____ (number)

   b. Anticipated date of commencement phase 1: _____ month _____ year, (including demolition)

   c. Approximate completion date of final phase: _____ month _____ year.

   d. Is phase 1 functionally dependent on subsequent phases? ☐ Yes ☐ No

8. Will blasting occur during construction? ☐ Yes ☐ No

9. Number of jobs generated: during construction _____; after project is complete _____

10. Number of jobs eliminated by this project _____ .

11. Will project require relocation of any projects or facilities? ☐ Yes ☐ No

    If yes, explain:

12. Is surface liquid waste disposal involved? ☐ Yes ☐ No

    a. If yes, indicate type of waste (sewage, industrial, etc) and amount _____

    b. Name of water body into which effluent will be discharged _____

13. Is subsurface liquid waste disposal involved? ☐ Yes ☐ No Type _____

14. Will surface area of an existing water body increase or decrease by proposal? ☐ Yes ☐ No

    If yes, explain:

15. Is project or any portion of project located in a 100 year flood plain? ☐ Yes ☐ No

16. Will the project generate solid waste? ☐ Yes ☐ No

    a. If yes, what is the amount per month? _____ tons

    b. If yes, will an existing solid waste facility be used? ☐ Yes ☐ No

    c. If yes, give name _____ ; location _____

    d. Will any wastes not go into a sewage disposal system or into a sanitary landfill? ☐ Yes ☐ No

Reset

e. If yes, explain:

17. Will the project involve the disposal of solid waste? ☐ Yes ☐ No

    a. If yes, what is the anticipated rate of disposal? _____ tons/month.

    b. If yes, what is the anticipated site life? _____ years.

18. Will project use herbicides or pesticides? ☐ Yes ☐ No

19. Will project routinely produce odors (more than one hour per day)? ☐ Yes ☐ No

20. Will project produce operating noise exceeding the local ambient noise levels? ☐ Yes ☐ No

21. Will project result in an increase in energy use? ☐ Yes ☐ No

    If yes, indicate type(s)

22. If water supply is from wells, indicate pumping capacity _____ gallons/minute.

23. Total anticipated water usage per day _____ gallons/day.

24. Does project involve Local, State or Federal funding? ☐ Yes ☐ No

If yes, explain:

Reset

25. Approvals Required:

			Type	Submittal Date
City, Town, Village Board	☐ Yes	☐ No		
City, Town, Village Planning Board	☐ Yes	☐ No		
City, Town Zoning Board	☐ Yes	☐ No		
City, County Health Department	☐ Yes	☐ No		
Other Local Agencies	☐ Yes	☐ No		
Other Regional Agencies	☐ Yes	☐ No		
State Agencies	☐ Yes	☐ No		
Federal Agencies	☐ Yes	☐ No		

C. Zoning and Planning Information

1. Does proposed action involve a planning or zoning decision? ☐ Yes ☐ No

If Yes, indicate decision required:

☐ Zoning amendment ☐ Zoning variance ☐ New/revision of master plan ☐ Subdivision

☐ Site plan ☐ Special use permit ☐ Resource management plan ☐ Other

Reset

2. What is the zoning classification(s) of the site?

3. What is the maximum potential development of the site if developed as permitted by the present zoning?

4. What is the proposed zoning of the site?

5. What is the maximum potential development of the site if developed as permitted by the proposed zoning?

6. Is the proposed action consistent with the recommended uses in adopted local land use plans? ☐ Yes ☐ No

7. What are the predominant land use(s) and zoning classifications within a ¼ mile radius of proposed action?

8. Is the proposed action compatible with adjoining/surrounding land uses with a ¼ mile? ☐ Yes ☐ No

9. If the proposed action is the subdivision of land, how many lots are proposed? _____

   a. What is the minimum lot size proposed? _____

Reset

10. Will proposed action require any authorization(s) for the formation of sewer or water districts? ☐ Yes ☐ No

11. Will the proposed action create a demand for any community provided services (recreation, education, police, fire protection?

☐ Yes ☐ No

a. If yes, is existing capacity sufficient to handle projected demand? ☐ Yes ☐ No

12. Will the proposed action result in the generation of traffic significantly above present levels? ☐ Yes ☐ No

a. If yes, is the existing road network adequate to handle the additional traffic. ☐ Yes ☐ No

D. Informational Details

Attach any additional information as may be needed to clarify your project. If there are or may be any adverse impacts associated with your proposal, please discuss such impacts and the measures which you propose to mitigate or avoid them.

E. Verification

I certify that the information provided above is true to the best of my knowledge.

Applicant/Sponsor Name _____ Date _____

Signature _____

Title _____

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment.

Reset

PART 2 - PROJECT IMPACTS AND THEIR MAGNITUDE

Responsibility of Lead Agency

General Information (Read Carefully)

- **!** In completing the form the reviewer should be guided by the question: Have my responses and determinations been **reasonable?** The reviewer is not expected to be an expert environmental analyst.
- **!** The **Examples** provided are to assist the reviewer by showing types of impacts and wherever possible the threshold of magnitude that would trigger a response in column 2. The examples are generally applicable throughout the State and for most situations. But, for any specific project or site other examples and/or lower thresholds may be appropriate for a Potential Large Impact response, thus requiring evaluation in Part 3.
- **!** The impacts of each project, on each site, in each locality, will vary. Therefore, the examples are illustrative and have been offered as guidance. They do not constitute an exhaustive list of impacts and thresholds to answer each question.
- **!** The number of examples per question does not indicate the importance of each question.
- **!** In identifying impacts, consider long term, short term and cumulative effects.

Instructions (Read carefully)

a. Answer each of the 20 questions in PART 2. Answer **Yes** if there will be **any** impact.

b. **Maybe** answers should be considered as **Yes** answers.

c. If answering **Yes** to a question then check the appropriate box(column 1 or 2)to indicate the potential size of the impact. If impact threshold equals or exceeds any example provided, check column 2. If impact will occur but threshold is lower than example, check column 1.

d. Identifying that an Impact will be potentially large (column 2) does not mean that it is also necessarily **significant**. Any large impact must be evaluated in PART 3 to determine significance. Identifying an impact in column 2 simply asks that it be looked at further.

e. If reviewer has doubt about size of the impact then consider the impact as potentially large and proceed to PART 3.

f. If a potentially large impact checked in column 2 can be mitigated by change(s) in the project to a small to moderate impact, also check the **Yes** box in column 3. A **No** response indicates that such a reduction is not possible. This must be explained in Part 3.

	1 Small to Moderate Impact	2 Potential Large Impact	3 Can Impact Be Mitigated by Project Change
Impact on Land			
1. Will the Proposed Action result in a physical change to the project site? NO ☐ YES ☐			
Examples that would apply to column 2			
C Any construction on slopes of 15% or greater, (15 foot rise per 100 foot of length), or where the general slopes in the project area exceed 10%.	☐	☐	☐ Yes ☐ No
C Construction on land where the depth to the water table is less than 3 feet.	☐	☐	☐ Yes ☐ No
C Construction of paved parking area for 1,000 or more vehicles.	☐	☐	☐ Yes ☐ No
C Construction on land where bedrock is exposed or generally within 3 feet of existing ground surface.	☐	☐	☐ Yes ☐ No
C Construction that will continue for more than 1 year or involve more than one phase or stage.	☐	☐	☐ Yes ☐ No
C Excavation for mining purposes that would remove more than 1,000 tons of natural material (i.e., rock or soil) per year.	☐	☐	☐ Yes ☐ No

Reset

	1 Small to Moderate Impact	2 Potential Large Impact	3 Can Impact Be Mitigated by Project Change	
C Construction or expansion of a santary landfill.	☐	☐	☐ Yes	☐ No
C Construction in a designated floodway.	☐	☐	☐ Yes	☐ No
C Other impacts:	☐	☐	☐ Yes	☐ No

2. Will there be an effect to any unique or unusual land forms found on the site? (i.e., cliffs, dunes, geological formations, etc.)

☐ NO ☐ YES

C Specific land forms:	☐	☐	☐ Yes	☐ No

Impact on Water

3. Will Proposed Action affect any water body designated as protected? (Under Articles 15, 24, 25 of the Environmental Conservation Law, ECL)

☐ NO ☐ YES

Examples that would apply to column 2

C Developable area of site contains a protected water body.	☐	☐	☐ Yes	☐ No
C Dredging more than 100 cubic yards of material from channel of a protected stream.	☐	☐	☐ Yes	☐ No
C Extension of utility distribution facilities through a protected water body.	☐	☐	☐ Yes	☐ No
C Construction in a designated freshwater or tidal wetland.	☐	☐	☐ Yes	☐ No
C Other impacts:	☐	☐	☐ Yes	☐ No

4. Will Proposed Action affect any non-protected existing or new body of water?

☐ NO ☐ YES

Examples that would apply to column 2

C A 10% increase or decrease in the surface area of any body of water or more than a 10 acre increase or decrease.	☐	☐	☐ Yes	☐ No
C Construction of a body of water that exceeds 10 acres of surface area.	☐	☐	☐ Yes	☐ No
C Other impacts:	☐	☐	☐ Yes	☐ No

Reset

	1 Small to Moderate Impact	2 Potential Large Impact	3 Can Impact Be Mitigated by Project Change	
5. Will Proposed Action affect surface or groundwater quality or quantity? ☐ NO ☐ YES				
Examples that would apply to column 2				
C Proposed Action will require a discharge permit.	☐	☐	☐ Yes	☐ No
C Proposed Action requires use of a source of water that does not have approval to serve proposed (project) action.	☐	☐	☐ Yes	☐ No
C Proposed Action requires water supply from wells with greater than 45 gallons per minute pumping capacity.	☐	☐	☐ Yes	☐ No
C Construction or operation causing any contamination of a water supply system.	☐	☐	☐ Yes	☐ No
C Proposed Action will adversely affect groundwater.	☐	☐	☐ Yes	☐ No
C Liquid effluent will be conveyed off the site to facilities which presently do not exist or have inadequate capacity.	☐	☐	☐ Yes	☐ No
C Proposed Action would use water in excess of 20,000 gallons per day.	☐	☐	☐ Yes	☐ No
C Proposed Action will likely cause siltation or other discharge into an existing body of water to the extent that there will be an obvious visual contrast to natural conditions.	☐	☐	☐ Yes	☐ No
C Proposed Action will require the storage of petroleum or chemical products greater than 1,100 gallons.	☐	☐	☐ Yes	☐ No
C Proposed Action will allow residential uses in areas without water and/or sewer services.	☐	☐	☐ Yes	☐ No
C Proposed Action locates commercial and/or industrial uses which may require new or expansion of existing waste treatment and/or storage facilities.	☐	☐	☐ Yes	☐ No
C Other impacts:	☐	☐	☐ Yes	☐ No

Reset

	1 Small to Moderate Impact	2 Potential Large Impact	3 Can Impact Be Mitigated by Project Change	
6. Will Proposed Action alter drainage flow or patterns, or surface water runoff? ☐ NO ☐ YES				
Examples that would apply to column 2				
C Proposed Action would change flood water flows	☐	☐	☐ Yes	☐ No
C Proposed Action may cause substantial erosion.	☐	☐	☐ Yes	☐ No
C Proposed Action is incompatible with existing drainage patterns.	☐	☐	☐ Yes	☐ No
C Proposed Action will allow development in a designated floodway.	☐	☐	☐ Yes	☐ No
C Other impacts:	☐	☐	☐ Yes	☐ No

IMPACT ON AIR

7. Will Proposed Action affect air quality? ☐ NO ☐ YES				
Examples that would apply to column 2				
C Proposed Action will induce 1,000 or more vehicle trips in any given hour.	☐	☐	☐ Yes	☐ No
C Proposed Action will result in the incineration of more than 1 ton of refuse per hour.	☐	☐	☐ Yes	☐ No
C Emission rate of total contaminants will exceed 5 lbs. per hour or a heat source producing more than 10 million BTU's per hour.	☐	☐	☐ Yes	☐ No
C Proposed Action will allow an increase in the amount of land committed to industrial use.	☐	☐	☐ Yes	☐ No
C Proposed Action will allow an increase in the density of industrial development within existing industrial areas.	☐	☐	☐ Yes	☐ No
C Other impacts:	☐	☐	☐ Yes	☐ No

IMPACT ON PLANTS AND ANIMALS

8. Will Proposed Action affect any threatened or endangered species? ☐ NO ☐ YES				
Examples that would apply to column 2				
C Reduction of one or more species listed on the New York or Federal list, using the site, over or near the site, or found on the site.	☐	☐	☐ Yes	☐ No

Reset

	1 Small to Moderate Impact	2 Potential Large Impact	3 Can Impact Be Mitigated by Project Change	
C Removal of any portion of a critical or significant wildlife habitat.	☐	☐	☐ Yes	☐ No
C Application of pesticide or herbicide more than twice a year, other than for agricultural purposes.	☐	☐	☐ Yes	☐ No
C Other impacts:	☐	☐	☐ Yes	☐ No

9. Will Proposed Action substantially affect non-threatened or non-endangered species?

☐ NO ☐ YES

Examples that would apply to column 2

C Proposed Action would substantially interfere with any resident or migratory fish, shellfish or wildlife species.	☐	☐	☐ Yes	☐ No
C Proposed Action requires the removal of more than 10 acres of mature forest (over 100 years of age) or other locally important vegetation.	☐	☐	☐ Yes	☐ No
C Other impacts:	☐	☐	☐ Yes	☐ No

IMPACT ON AGRICULTURAL LAND RESOURCES

10. Will Proposed Action affect agricultural land resources?

☐ NO ☐ YES

Examples that would apply to column 2

C The Proposed Action would sever, cross or limit access to agricultural land (includes cropland, hayfields, pasture, vineyard, orchard, etc.)	☐	☐	☐ Yes	☐ No
C Construction activity would excavate or compact the soil profile of agricultural land.	☐	☐	☐ Yes	☐ No
C The Proposed Action would irreversibly convert more than 10 acres of agricultural land or, if located in an Agricultural District, more than 2.5 acres of agricultural land.	☐	☐	☐ Yes	☐ No

Reset

	1 Small to Moderate Impact	2 Potential Large Impact	3 Can Impact Be Mitigated by Project Change
C The Proposed Action would disrupt or prevent installation of agricultural land management systems (e.g., subsurface drain lines, outlet ditches, strip cropping); or create a need for such measures (e.g. cause a farm field to drain poorly due to increased runoff).	☐	☐	☐ Yes ☐ No
C Other impacts:	☐	☐	☐ Yes ☐ No

IMPACT ON AESTHETIC RESOURCES

11. Will Proposed Action affect aesthetic resources? (If necessary, use the Visual EAF Addendum in Section 617.20, Appendix B.)
☐ NO ☐ YES

Examples that would apply to column 2

C Proposed land uses, or project components obviously different from or in sharp contrast to current surrounding land use patterns, whether man-made or natural.	☐	☐	☐ Yes ☐ No
C Proposed land uses, or project components visible to users of aesthetic resources which will eliminate or significantly reduce their enjoyment of the aesthetic qualities of that resource.	☐	☐	☐ Yes ☐ No
C Project components that will result in the elimination or significant screening of scenic views known to be important to the area.	☐	☐	☐ Yes ☐ No
C Other impacts:	☐	☐	☐ Yes ☐ No

IMPACT ON HISTORIC AND ARCHAEOLOGICAL RESOURCES

12. Will Proposed Action impact any site or structure of historic, prehistoric or paleontological importance?
☐ NO ☐ YES

Examples that would apply to column 2

C Proposed Action occurring wholly or partially within or substantially contiguous to any facility or site listed on the State or National Register of historic places.	☐	☐	☐ Yes ☐ No
C Any impact to an archaeological site or fossil bed located within the project site.	☐	☐	☐ Yes ☐ No
C Proposed Action will occur in an area designated as sensitive for archaeological sites on the NYS Site Inventory.	☐	☐	☐ Yes ☐ No

Reset

	1 Small to Moderate Impact	2 Potential Large Impact	3 Can Impact Be Mitigated by Project Change	
C Other impacts:	☐	☐	☐ Yes	☐ No

IMPACT ON OPEN SPACE AND RECREATION

13. Will proposed Action affect the quantity or quality of existing or future open spaces or recreational opportunities?
☐ NO ☐ YES

Examples that would apply to column 2

C The permanent foreclosure of a future recreational opportunity.	☐	☐	☐ Yes	☐ No
C A major reduction of an open space important to the community.	☐	☐	☐ Yes	☐ No
C Other impacts:	☐	☐	☐ Yes	☐ No

IMPACT ON CRITICAL ENVIRONMENTAL AREAS

14. Will Proposed Action impact the exceptional or unique characteristics of a critical environmental area (CEA) established pursuant to subdivision 6NYCRR 617.14(g)?
☐ NO ☐ YES

List the environmental characteristics that caused the designation of the CEA.

Examples that would apply to column 2

C Proposed Action to locate within the CEA?	☐	☐	☐ Yes	☐ No
C Proposed Action will result in a reduction in the quantity of the resource?	☐	☐	☐ Yes	☐ No
C Proposed Action will result in a reduction in the quality of the resource?	☐	☐	☐ Yes	☐ No
C Proposed Action will impact the use, function or enjoyment of the resource?	☐	☐	☐ Yes	☐ No
C Other impacts:	☐	☐	☐ Yes	☐ No

Reset

	1 Small to Moderate Impact	2 Potential Large Impact	3 Can Impact Be Mitigated by Project Change	

IMPACT ON TRANSPORTATION

15. Will there be an effect to existing transportation systems?

☐ NO ☐ YES

Examples that would apply to column 2

C Alteration of present patterns of movement of people and/or goods.	☐	☐	☐ Yes	☐ No
C Proposed Action will result in major traffic problems.	☐	☐	☐ Yes	☐ No
C Other impacts:	☐	☐	☐ Yes	☐ No

IMPACT ON ENERGY

16. Will Proposed Action affect the community's sources of fuel or energy supply?

☐ NO ☐ YES

Examples that would apply to column 2

C Proposed Action will cause a greater than 5% increase in the use of any form of energy in the municipality.	☐	☐	☐ Yes	☐ No
C Proposed Action will require the creation or extension of an energy transmission or supply system to serve more than 50 single or two family residences or to serve a major commercial or industrial use.	☐	☐	☐ Yes	☐ No
C Other impacts:	☐	☐	☐ Yes	☐ No

NOISE AND ODOR IMPACT

17. Will there be objectionable odors, noise, or vibration as a result of the Proposed Action?

☐ NO ☐ YES

Examples that would apply to column 2

C Blasting within 1,500 feet of a hospital, school or other sensitive facility.	☐	☐	☐ Yes	☐ No
C Odors will occur routinely (more than one hour per day).	☐	☐	☐ Yes	☐ No
C Proposed Action will produce operating noise exceeding the local ambient noise levels for noise outside of structures.	☐	☐	☐ Yes	☐ No
C Proposed Action will remove natural barriers that would act as a noise screen.	☐	☐	☐ Yes	☐ No
C Other impacts:	☐	☐	☐ Yes	☐ No

Reset

	1 Small to Moderate Impact	2 Potential Large Impact	3 Can Impact Be Mitigated by Project Change	

IMPACT ON PUBLIC HEALTH

18. Will Proposed Action affect public health and safety?
☐ NO ☐ YES

C Proposed Action may cause a risk of explosion or release of hazardous substances (i.e. oil, pesticides, chemicals, radiation, etc.) in the event of accident or upset conditions, or there may be a chronic low level discharge or emission.	☐	☐	☐ Yes	☐ No
C Proposed Action may result in the burial of "hazardous wastes" in any form (i.e. toxic, poisonous, highly reactive, radioactive, irritating, infectious, etc.)	☐	☐	☐ Yes	☐ No
C Storage facilities for one million or more gallons of liquefied natural gas or other flammable liquids.	☐	☐	☐ Yes	☐ No
C Proposed Action may result in the excavation or other disturbance within 2,000 feet of a site used for the disposal of solid or hazardous waste.	☐	☐	☐ Yes	☐ No
C Other impacts:	☐	☐	☐ Yes	☐ No

IMPACT ON GROWTH AND CHARACTER OF COMMUNITY OR NEIGHBORHOOD

19. Will Proposed Action affect the character of the existing community?
☐ NO ☐ YES

Examples that would apply to column 2

C The permanent population of the city, town or village in which the project is located is likely to grow by more than 5%.	☐	☐	☐ Yes	☐ No
C The municipal budget for capital expenditures or operating services will increase by more than 5% per year as a result of this project.	☐	☐	☐ Yes	☐ No
C Proposed Action will conflict with officially adopted plans or goals.	☐	☐	☐ Yes	☐ No
C Proposed Action will cause a change in the density of land use.	☐	☐	☐ Yes	☐ No
C Proposed Action will replace or eliminate existing facilities, structures or areas of historic importance to the community.	☐	☐	☐ Yes	☐ No
C Development will create a demand for additional community services (e.g. schools, police and fire, etc.)	☐	☐	☐ Yes	☐ No

Reset

	1 Small to Moderate Impact	2 Potential Large Impact	3 Can Impact Be Mitigated by Project Change
C Proposed Action will set an important precedent for future projects.	☐	☐	☐ Yes ☐ No
C Proposed Action will create or eliminate employment.	☐	☐	☐ Yes ☐ No
C Other impacts:	☐	☐	☐ Yes ☐ No

20. Is there, or is there likely to be, public controversy related to potential adverse environment impacts?
☐ NO ☐ YES

If Any Action in Part 2 Is Identified as a Potential Large Impact or If you Cannot Determine the Magnitude of Impact, Proceed to Part 3

Reset

Part 3 - EVALUATION OF THE IMPORTANCE OF IMPACTS

Responsibility of Lead Agency

Part 3 must be prepared if one or more impact(s) is considered to be potentially large, even if the impact(s) may be mitigated.

Instructions (If you need more space, attach additional sheets)

Discuss the following for each impact identified in Column 2 of Part 2:

1. Briefly describe the impact.

2. Describe (if applicable) how the impact could be mitigated or reduced to a small to moderate impact by project change(s).

3. Based on the information available, decide if it is reasonable to conclude that this impact is **important**.

   To answer the question of importance, consider:

   - The probability of the impact occurring
   - The duration of the impact
   - Its irreversibility, including permanently lost resources of value
   - Whether the impact can or will be controlled
   - The regional consequence of the impact
   - Its potential divergence from local needs and goals
   - Whether known objections to the project relate to this impact.

Reset

OFFICE OF THE COUNTY CLERK
SUBDIVISION, CONDOMINIUMS & LOT IMPROVEMENT MAP REQUIREMENTS

Before any real property is subdivided into lots for sale, a copy of a map of the subdivided property which meets the following requirements, must be filed in the office of the Sullivan County Clerk.

_____1. All maps presented for filing must be printed or drawn with pen and India ink upon transparent tracing cloth or polyester film or be photographic copies on transparent tracing cloth or polyester film also known as mylars. **Please note** - maps on paper will only be accepted as copies for transmittal to Real Property Tax Services or to Town or Village Clerk. Only original mylars will be accepted for recording purposes in the Clerk's office.

_____2. **MUST** be in **TRIPLICATE**, to be distributed by the County Clerk as follows:
Original Mylar filed in County Clerk plat cabinets.
One paper copy forwarded to County Real Property Tax Services for filing.
One paper copy forwarded to the office of the Town or Village Clerk where the property is located.
(Section 334, Real Property Law, Article 9, as amended August, 1984.)

_____3. **MUST** be not less than 8 ½ x 11 inches and not more than 24 x 36 inches in size.
(Section 334, Real Property Law, Article 9, as amended August 1984.)

_____4. **MUST** have a certificate of licensed land survey - or filing said map attached showing the date of the completion of the survey by said land surveyor and of the making of the map by said land surveyor and the name of the subdivision.
(Section 334, Real Property Law, Article 9, as amended August, 1984.)

_____5. **MUST** have Town or Village planning board final approval endorsed on the map and be signed by the duly authorized officer of the planning board.
(Section 278, Town Law; Section 7-32, Village Law.)

_____6. **MUST** have New York State Department of Health approval, endorsed on the map, if the subdivision consists of five (5) or more parcels which are five (5) acres or less.
(Section 1115-1118, Public Health Law, Article II, Title II.)

_____7. **MUST** be filed with County Clerk within sixty (60) days of Planning Board final approval in towns; and within ninety (90) days of Planning Board final approval in villages.
(Section 276, Town Law; Section 7-728, Village Law.)

_____ 8. The Sullivan County Treasurer will require a certified report from a Title Insurance Company or Title Abstract Company guaranteeing that all taxes have been paid. A certificate of the tax collecting officer of any town or village wherein such property is situated is also required.

_____ 9. A certificate from the Real Property Tax Director of Sullivan County is required.

_____10. Filing fee - $10.00 per mylar.

GEORGE L. COOKE
Sullivan County Clerk
Government Center
Monticello, NY 12701