

TOWN OF BRISTOL
Ontario County, New York

APPLICATION FOR PRELIMINARY MAJOR SUBDIVISION
(More than Three Lots)

A Major Subdivision is the division of a parent parcel of land into four or more lots, including the parent parcel. Refer to *Regulations for Major Subdivision and Land Development of the Town of Bristol* for further information.

Contact Information:

Town of Bristol Code Enforcement Officer

Phone: (585) 229-2440

FAX: (585) 229-4319

E-Mail: brcodes@frontier.com

GENERAL INFORMATION:

Planning Board Fees: See Town of Bristol "Fee Schedule"

Recreation Fees: See Town of Bristol "Fee Schedule"

(Plus all Legal and Engineering costs incurred by the Town in the review of this Application.)

Plans, maps and completed application must be submitted to the Code Enforcement Officer no later than two (2) weeks prior to a scheduled Planning Board meeting (Board meets the first Monday of each month at 7:00 P.M. in the Bristol Town Hall.)

At the time a developer requests a formal Preliminary Application for a Major Subdivision, he will deposit half of the total estimated fee to the Town of Bristol.

At the time of final approval, the developer will reimburse the Town of Bristol any additional money owned. If a refund of money is due the developer, it will be returned to said developer after signing of the Final Plat.

NOTE:

Page 1 of the Environmental Assessment Form must be completed by the applicant and accompany the application. (Part 617 of the Environmental Conservation Law – State Environmental Quality Review or SEQR)

Map must bear the following statement:

"The Town of Bristol is not responsible for the quality or quantity of water."

As stated in the *Right to Farm Law of the Town of Bristol (Local Law 2001)*, the following will be stamped on all subdivision maps:

"It is the policy of this State and the Town of Bristol to conserve, protect and encourage the development and improvement of agricultural land for the production of food and other products, and also for its natural ecological value. This notice is to inform prospective residents that the property they are about to acquire lies partially or wholly in, or within 500 feet of, either an agricultural district or land for which an individual commitment has been received pursuant to Section 305 or 306 of the Agriculture and Markets Law of the State of New York, and that farming activities may include, but not be limited to activities that cause noise, dust and odors."

Date: _____

Applicant Name and Address:

_____ ZIP _____

Fee Paid: \$ _____

Phone No. (H): _____

Date Paid: _____

Phone No. (W): _____

Rec. By: _____

Cell Phone: _____

APPLICATION FOR REVIEW OF PRELIMINARY SUBDIVISION

Applicant's Name: _____ Phone No: _____

Address: _____ Cell Phone: _____

_____ ZIP Code _____

Consent has been granted for this Application? Yes No
(Proof of Consent must be supplied.)

Option Expires: _____ Total Acreage in Subdivision: _____

Name of Subdivision: _____

Location of Subdivision: _____

Type of Subdivision: Residential Commercial Industrial

Zoning District: _____ Tax Map No. _____

Easements: Yes No Brief Description: _____

Proposed Easements: Yes No Brief Description: _____

Deed Restrictions on Property: Yes No Brief Description: _____

Name of Engineer: _____ Phone No. _____

Address: _____ Cell Phone: _____

_____ ZIP _____

Name of Attorney: _____ Phone No. _____

Address: _____ Cell Phone: _____

_____ ZIP _____

Fee Amount: _____ Date Paid: _____

Will Subdivision be developed in phases? Yes No

If yes, how many? _____

Have plans been reviewed by the Engineer for the Town of Bristol? Yes No

Date: _____

(Signature of Owner or Applicant)

Phone: _____ Address: _____

Cell Phone: _____ ZIP _____

CHECKLIST OF REQUIREMENTS FOR PRELIMINARY/FINAL PLAN

A minimum of seven (7) paper copies and one (1) mylar of the Final Plat with supporting data shall be submitted to the Planning Board by the subdivider, as well as such additional copies as may be necessary to notify any agencies involved under SEQ. R.

The following checklist is provided for informational purposes only. The Preliminary/Final Plan shall show or be accompanied by the following information:

1. Proposed subdivision name or identifying title.
2. Date, north point and scale. The plan shall be at a scale of no more than one hundred (100) feet to the inch. All plans shall be on sheets no smaller than 34" x 44" overall. Final Plan must be drawn on mylar, cronaflex or linen. Whenever any project is of such size that more than one (1) sheet is required, then an index map of the same size shall accompany these sheets.
3. Dimensions shall all be shown in feet and in hundredths of a foot.
4. Name of the owner of the property.
5. Name and seal of engineer, surveyor, or architect responsible for the plan.
6. Tract boundaries with bearings and distances.
7. Width and location of all private driveways.
8. Lot numbers and area of each lot in acreage.
9. Proposed names of streets within the subdivision.
10. Delineation of limits of any land to be disturbed in any manner including areas to be cut, filled, excavated or graded and contours, both existing and proposed at vertical intervals of no more than five (5) feet for areas within such limits.
11. Contours at vertical intervals of twenty (20) feet as determined from a topographic survey map of the U.S. Geological Survey. In the case of steep or unusual tracts, the Planning Board may require contours at such lesser intervals as it finds necessary for study and planning of the tract.
12. Location and description of all swales, ponds, basins, fences, dikes or other devices required to control soil erosion and sedimentation.
13. Where required by New York State Department of Health Regulations, the proposed locations, sizes and design of individual septic tanks and associated leach fields. Regardless of such regulations, the locations and results of tests conducted to determine soil percolation capabilities and deep soil profiles must be provided. At least one potential septic disposal site must be tested for each individual lot unless public sanitary sewer is to be provided.
14. All existing watercourses, tree masses and other significant natural features.
15. Where the preliminary plan covers only a part of the subdivider's entire holdings, a separate sketch shall be submitted of the prospective streets, lots and utility layout for the remainder of the holdings.
16. All existing streets on or adjacent to the tract, including names, right-of-way widths and pavement widths.
17. All existing property lines, easements and rights-of-way, with appropriate Liber and Page, and the purpose for which the easements or rights-of-way have been established.
18. Location and width of proposed streets, alleys, rights-of-way, easements, and proposed lot lines and setbacks.
19. Sufficient data to readily determine the locations, bearings and length of every street, easement, lot and boundary line and to reproduce such lines on the ground including:
 - The length of all straight lines, radii, lengths of curves and tangent bearings for each street; and,
 - The dimensions and angles or bearings of the lines of each lot and of each area proposed to be dedicated to public use.

20. Permanent reference monuments shall be shown as required by any proper authority.
21. Location and dimensions of all playgrounds, public buildings, public areas and other parcels of land proposed to be dedicated to or reserved for public use.
22. Location and width of all proposed driveway intersections with streets and sight distances therefrom. Suitable means of access must be shown for each lot unless such lot is annexed to an existing parcel:
 - Driveway locations for all residential uses along State, County or Town roads shall require a driveway permit and/or a highway work permit prior to approval.
 - All uses on all parcels in all zoning districts in the Town of Bristol must locate driveways in such a manner as to comply with the table of safe sight distances. All signage associated with the table shall comply with the most recent edition of the Manual of Uniform Traffic Control Devices.
23. Wherever practicable, the names of owners of all abutting unplotted land and the names of all abutting subdivisions.
24. Copies of proposed and/or existing deed restrictions, if any, shall be attached to the preliminary plan.
25. Other improvements or modifications required by the Planning Board in the resolution granting preliminary/final approval.
26. Refer to *Zoning Ordinance of the Town of Bristol*, Article Eleven for uses, setbacks, and other regulations as pertains to each Zoning District.

DRAINAGE REPORT:

- _____ Calculations for run-off.
- _____ Pipe and channel sizing.
- _____ Method of storm disposal
- _____ Run-off control measures during development
- _____ Methods to limit erosion and sedimentation
- _____ Storm water retention facilities designed to accommodate peak surface run-off of ten (10) year frequencies

SUPPLEMENTAL DATA:

- _____ Evidence of fiscal capability to carry out the proposed subdivision.
- _____ Letter from the Engineer for the Town stating approval “with” or “without” conditions for proposed development.
- _____ Letter from New York State Department of Environmental Conservation stating approval “with” or “without” conditions for the proposed development.
- _____ Sketch of the proposed and future streets of the entire parcel if developed in phases.
- _____ Sketch of the proposed and future sewer, water, drainage and other utilities if developed in phases.
- _____ Sketch will show sizes, slope, location and areas served if developed in phases.

DO NOT WRITE BELOW THIS LINE – For Planning Board use only

Date application received by Chairperson or Secretary of the Town of Bristol Planning Board: _____

I certify that this application is in compliance with the rules and regulations known as ***Regulations for Major Subdivision and Land Development of the Town of Bristol.***

Comments:

Date: _____
Chairperson or Secretary of Planning Board

Public Hearing scheduled for: _____

Ontario County Planning Board review necessary? ____ Yes ____ No

Date of Ontario County Planning Board review: _____

By Resolution, the Town of Bristol Planning Board has approved, approved with modification, or disapproved, such plan on:

Date: _____

Final Subdivision plans must be submitted within six (6) months or Preliminary Subdivision approval will have expired.

TOWN OF BRISTOL ADMINISTRATIVE CHECKLIST FOR USE IN REVIEW OF SUBDIVISIONS:

Name of Proposal: _____

Location: _____ Tax Map No.: _____

No. of lots: _____ Total Acreage: _____

Review Fee: \$ _____ Amount Paid: \$ _____ Date Paid: _____

Engineer and Legal Fees: \$ _____

Public Hearing Date: _____

Name

Address

Phone No.

Applicant: _____

Owner: _____

Engineer: _____

Attorney: _____

Preliminary Plat

Date: _____ Discussion with Planning Board.

_____ Filing of Application for the approval of a Preliminary Plat.

_____ 7 copies of the Preliminary Plat and 7 copies of the Environmental Impact Statement to the Planning Board.

_____ Payment of \$ _____ plus \$ _____ for each lot within the subdivision.

_____ Study of the Preliminary Plat (developer to attend these meetings).

_____ Within 60 days after submission of the Preliminary Plat, the Planning Board and the Town Board should take action to conditionally approve, with or without modifications, or disapprove such preliminary plat, and the grounds for any modifications or disapproval shall be stated upon the Planning Board records.

_____ Public Hearing advertised _____ days prior to hearing.

_____ Public Hearing held _____ days of receipt of application.

_____ Referral to Ontario County Planning Board.

_____ Report from Ontario County Planning Board.

_____ Referral to Town Engineer.

_____ Report from Town Engineer.

_____ Referral to Fire Department Chief.

_____ Report from Fire Department Chief.

_____ Decision of Planning Board.

Approval _____
Conditional Approval _____
Disapproval _____

_____ Written notification to applicant of decisions (within 5 days).

_____ Health Department notified.

Subdivision Plat

Date:

_____ Within 6 months of Preliminary Plat approval, applicant will file with Planning Board an Application for Approval for a Sub division Plat.

_____ Application shall be accompanied by 7 copies of the subdivision plat and the construction detail sheets.

_____ Endorsement of State Health Department.

_____ County Official Map, County Planning Board and County Highway Superintendent notifications.

_____ County Planning Board report.

_____ Easements required.

_____ Zoning Changes? _____ Yes _____ No

_____ Public Hearing within 30 days after the time of official submittal date.

_____ Referral to Town Engineer.

_____ Report from Town Engineer.

_____ Performance Bond Amount: \$ _____

_____ Decisions by Planning Board (within 60 days of the Public Hearing).

Approval _____
Conditional Approval _____
Disapproval _____

_____ Offers of cession to the Town of Bristol of all parks, playgrounds, roads, etc.
Playground/Recreation fee: Amount paid: \$ _____

- _____ Certificate of Approval from the Town Attorney.
- _____ Designee of Planning Board signs Plat.
- _____ Applicant shall file the approved Subdivision Plat in the Office of the Ontario County Clerk.
- _____ Written notification to the applicant.
- _____ The Town Engineers assures the satisfactory completion of improvements and he/she shall determine an amount sufficient to defray costs of said inspection.

617.20
Appendix B
Short Environmental Assessment Form

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.

Part 1 - Project and Sponsor Information				
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? 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.			NO	YES
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO	YES
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, adjoining and 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				

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	NO	YES
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
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
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

<input type="checkbox"/> Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.	
<input type="checkbox"/> Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.	
_____	_____
Name of Lead Agency	Date
_____	_____
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)