

**TOWN OF BRISTOL**  
**Ontario County, New York**

**APPLICATION FOR A MINOR SUBDIVISION**

(Two or Three Lots)

A Minor Subdivision is the division of a parent parcel of land into no more than three (3) lots, including the parent parcel.

**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"

(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 Office 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)

**MAPS REQUIRED:** (Map must show the entire parent parcel)

One Mylar of Survey Map

Seven paper copies of Survey Map:

Mylar and 2 paper copies to be filed with County Clerk

One copy for Planning Board Files

One copy for Applicant

One copy for Highway Department

One copy for Zoning Office

One copy for Fire Marshall

(One additional paper copy may be needed if it is necessary to send application to Ontario County Planning Board)

**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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fee Paid: \$ \_\_\_\_\_

Phone No.(H): \_\_\_\_\_

Date Paid: \_\_\_\_\_

Phone No.(W): \_\_\_\_\_

Rec. by: \_\_\_\_\_

Cell Phone No.: \_\_\_\_\_

APPLICATION FOR A MINOR SUBDIVISION

Applicant's Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

\_\_\_\_\_ ZIP Code: \_\_\_\_\_

Consent has been granted by the owner for this Application?     Yes     No  
Proof of consent must be supplied

Acreage in Subdivision: \_\_\_\_\_ Zoning District: \_\_\_\_\_ Tax Map No. \_\_\_\_\_

Location of Subdivision: \_\_\_\_\_

Name of Subdivision: \_\_\_\_\_

Type of Subdivision:     Residential     Commercial     Industrial

Current Easements:     Yes     No    Brief Description of Easements: \_\_\_\_\_

Proposed Easements: \_\_\_\_\_ Brief Description: \_\_\_\_\_

Deed Restrictions on Property: \_\_\_\_\_ Brief Description \_\_\_\_\_

Name and Address of Engineer/Licensed Surveyor: \_\_\_\_\_

Phone No. \_\_\_\_\_ ZIP \_\_\_\_\_

Name and Address of Attorney: \_\_\_\_\_

Phone No. \_\_\_\_\_ ZIP \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of Applicant or Owner)

Phone No.: \_\_\_\_\_ Address: \_\_\_\_\_ ZIP \_\_\_\_\_

INFORMATION REQUIRED FOR MINOR SUBDIVISION

The information listed below is required by the Town of Bristol Planning Board prior to an application being deemed "complete".

This checklist is for official use only. It should be used as a guide for the applicant.

Minor Subdivision Plat 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 plats shall be on sheets no smaller than 8 ½" x 11" and no larger than 34" x 44" overall.
3. Dimensions shall all be shown in feet and in hundredths of a foot.
4. Name of 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. All existing watercourses, tree masses and other significant natural features.
14. All existing streets on or adjacent to the tract, including names, right-of-way widths and pavement widths.
15. 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.
16. Location and width of proposed streets, rights-of-way, easements and proposed lot lines and setbacks.
17. 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
  - All dimensions and angles or bearings of the lines of each lot and of each area proposed to be dedicated to public use.
18. Permanent reference monuments shall be shown as required by any proper authority.
19. The 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 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.
20. Wherever practicable, the names of owners of all abutting unplotted land and the names of all abutting subdivisions.
21. Copies of proposed deed restrictions, if any, shall be attached to the preliminary plan.
22. Other improvements or modifications required by the Planning Board in the resolution granting preliminary/final approval.
23. Refer to ***Zoning Ordinance of the Town of Bristol***, Article Eleven, for uses, setbacks, and other regulations as pertains to each zoning district.

**LIMITATIONS FOR MINOR SUBDIVISIONS** Article V, Section 13 of ***Regulations for Minor Subdivision and Land Development for the Town of Bristol***

A minor subdivision may not be used to circumvent the procedures and requirements of Section 276 of Town Law, Article 11, Title II of the Public Health Law or other requirements of these regulations, and may be used once in a three-year period with regard to a parcel of land in the ownership of a single person or entity or a group of persons or entities on the effective date of these regulations. No more than three lots, including the parent parcel, may be divided using the minor subdivision procedure by any owner or successor in interest of any parcel. A parcel of land shall constitute a major subdivision upon the sale, rental, or offer for sale or lease of the fourth lot, and at this time the provisions of ***Regulations for Major Subdivision and Land Development of the Town of Bristol*** shall apply to all such parcels.

**APPLICANT: DO NOT WRITE BELOW THIS LINE.**

Date received by Chairperson or Secretary of the Planning Board: \_\_\_\_\_

Date of scheduled Planning Board Review: \_\_\_\_\_

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

Comments:

Date: \_\_\_\_\_  
Chairperson or Secretary of Planning Board

Public Hearing scheduled for: \_\_\_\_\_ (if applicable)

County Planning Board Review necessary?     Yes     No

Date of County Planning Board review: \_\_\_\_\_

Tape Maps or Survey Maps used for purposes of transfer of ownership or mortgage shall be provided with the application, where available. These maps may also be used, where appropriate, as part of the Subdivision Plat.

**REQUIRED APPROVALS AND REVIEW**

Prior to the Planning Board review, the map shall receive the following approvals and reviews:

- Map for leach field design and location shall be submitted, prepared by a design professional (architect and/or engineer), licensed in the State of New York, and authorized by the State Education Department to design the system described in the "Standards".
- Map may be submitted to the Town Engineer for review;
- If required, Map shall be submitted to the Ontario County Department of Public Works pursuant to Section 239-K of the General Municipal Law.

**INFORMATION FOR APPLICANT:**

Ontario County Clerk's Office requirements for filing Subdivision Maps:

When a subdivision map is presented for filing, the following is required:

1. A mylar or linen plus two (2) paper copies.
2. The surveyor's signature and seal.
3. An original County Tax Search or an original or copy of a tax search of an abstract and title company, showing taxes paid.

The above apply to any subdivision, re-subdivision, amended subdivision, etc. filed.

**FROM TOWN OF BRISTOL SUBDIVISION REGULATIONS:**

**"Filing of Approved Final Plat for Minor Subdivisions:**

Upon completion of all requirements set forth in the action approving the final plat and notation to that effect upon the final plat, it shall be deemed to have final approval and shall be properly signed by the appropriate officers of the Planning Board. The plat shall then be filed by the applicant in the Office of the Ontario County Clerk. Any final plat not so filed and recorded within sixty (60) days of the date on which said plat is approved or considered approved by reasons of failure of the Planning Board to act, shall become null and void unless the particular circumstances of said applicant warrant the Planning Board granting an extension, which shall not extend two (2) additional periods of ninety (90) days."

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.

<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? 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.			<b>NO</b>
			<b>YES</b>
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:			<b>NO</b>
			<b>YES</b>
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
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b> 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)