

TOWN OF ANDES PLANNING BOARD Andes, New York 13731

"Planned Growth with Preservation of Natural Beauty"

MINOR
SUBDIVISION
{ Three lots or less }

OUTLINE
TOWN OF ANDES
MINOR SUBDIVISION

1. Contact the Planning Board Clerk
2. Receive a Minor Subdivision Packet
3. Seek advice if necessary
4. Planning Board meets the forth Monday of every month at the Andes Town Hall at 8:00 PM
5. Notify clerk 10 days prior to the meeting in order to be put on the agenda
6. Complete all the forms in the packet and prepare a sketch map of the proposed Minor Subdivision prior to the first meeting
7. Submit the forms and sketch map of the proposal
8. Planning Board reviews the material presented
9. Planning Board either approves plans or makes recommendations
10. Planning Board classifies the proposal as a Minor Subdivision
11. The Planning Board will approve or disapprove a Survey Waiver at this time - Form in Packet
12. Planning Board Clerk will schedule a Public Hearing and advertise it in the official town newspaper
13. Applicant notifies all adjacent landowners within 300 feet of their boundary line - Certified Mail, Return Receipt requested
14. Applicant needs a surveyors map, of the proposal, done at this time. It should include the following:
 - The Dwelling Unit Rights Allocations - example included in packet
 - The Results of the Soils Test if an alternative septic system is required
15. Applicant needs to have done at this time two deep pit soil tests on each vacant parcel
16. The Planning Board may schedule a field trip at this time
17. Planning Board holds the Public Hearing and receives comments from the public
18. The environmental impacts of the proposed action shall be reviewed according to the State Environmental Quality Review Act (SEQRA)
19. Planning Board approves or disapproves the application
20. The appropriate fee is paid - check made payable to the Town of Andes
21. The Planning Board Chairman signs the Mylar and copies - Planning Board Clerk needs three copies of the map
22. It shall be the responsibility of the applicant to file the plat with the Delaware County Clerk's Office within sixty (60) days of the date of signature

****Fees Are Required When An Application Is Submitted****

TOWN OF ANDES PLANNING BOARD

Fees for Review and Approval

Sketch Plan Review None

Minor Subdivision Plat \$50 per application

Preliminary Plat (Major Subdivision) \$50 per application

Final Plat (Major Subdivision) \$100 per application
plus \$10 per lot

Inspection Fee (as required) Not to exceed
2% of estimated
cost of
improvements

Special Permits / Site Plan Review \$50 per application

Additional Public Hearings \$25 each

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Applicant's Receipt

Date Paid: _____

Amount Paid: _____

Received From: _____

Planning Board's Signature: _____

Date: _____

TOWN PLANNING BOARD
TOWN OF ANDES, NEW YORK

APPLICATION FOR SKETCH PLAN REVIEW

Name of Property Owner(s) _____

Address _____

Name of Agent (Applicant) if different from Owner

Address _____

Land Surveyor _____

Address _____

Subdivision Information: Minor _____ Major _____

Location of Subdivision _____

Name of Subdivision (If Any) _____

Tax Map Designation: Sheet _____ Block _____ Lot(s) _____

Total Acreage _____ Number of Lots _____

Agricultural District Yes _____ No _____

Is This Subdivision Located within 500 feet of any Municipal
Boundary or the Boundary of any State or County Property or
Easement Yes _____ No _____

SKETCH OR PLOT PLAN

1. NAME OF THE PROJECT: _____

2. LOCATION: _____

3. SCALE: _____

4. DATE: _____

5. DRAWN BY: _____

6. CHECKED BY: _____

7. APPROVED BY: _____

8. TITLE: _____

9. DESCRIPTION: _____

10. NOTES: _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____

21. _____

22. _____

23. _____

24. _____

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30. _____

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33. _____

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41. _____

42. _____

43. _____

44. _____

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96. _____

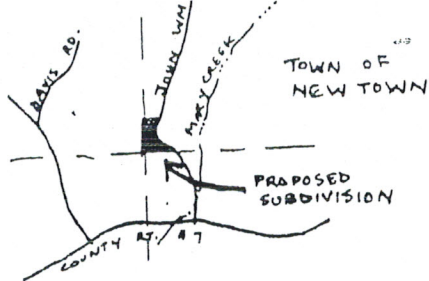
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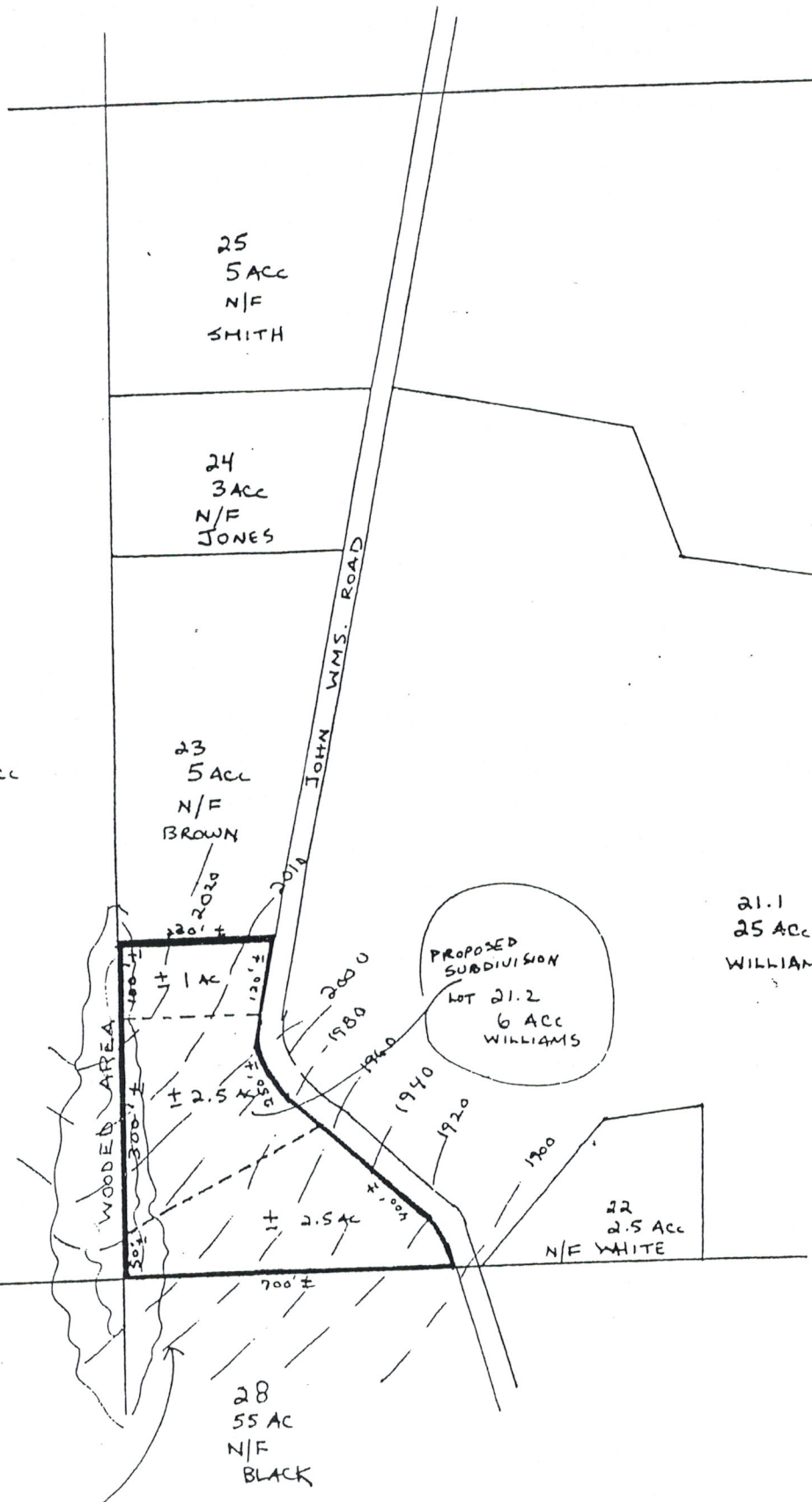
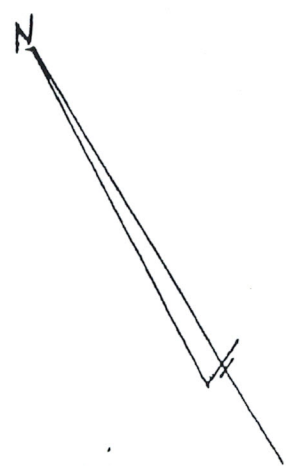
99. _____

100. _____

(MAY BE DRAWN ON 1700 SHEET)



VICINITY MAP,
SCALE 1"=2,000'



SKETCH PLAT
PROPOSED SUBDIVISION OF PROPERTY
FOR
JOHN & MARY WILLIAMS

SCALE 1"=200'
TAX MAP 200-BLOCK 1 LOT 21

(20' CONTOURS FROM U.S.G.S. SHEETS)

OWNER/SUBDIVIDER : JOHN & MARY WILLIAMS
NEW TOWN, NEW YORK

DEED REF:
AG. DISTRICT : # 3

TOWN OF ANDES PLANNING BOARD

DATE: _____

APPLICANTS NAME: _____

ADDRESS: _____

TAX MAP NUMBER: _____

ANDES PLANNING BOARD:

I the above named applicant would like to request a waiver from the Board. I would like to survey only the portion of land affected by the subdivision/boundary line adjustment proposal and not my entire property.

Signature of Applicant

TOWN OF ANDES PLANNING BOARD

Letter of Representation

Date: _____

Chairperson, Town of Andes Planning Board:

_____ is acting on my behalf
as my agent in this project in the Town of Andes. I am fully aware of the project and in
agreement with it.

(Landowner/Applicant)

FOR NOTARY PUBLIC

I, _____, hereby depose and say that all the above statements
contained in the papers submitted herewith are true.

Signature of Landowner or Applicant _____ Date _____

Subscribed and sworn to before me this _____ day of _____, 20____.

My Commission Expires:

Notary Public

DWELLING UNIT RIGHTS ALLOCATION -- WORDING FOR PLAT

Subdivision plats approved by the Town of Andes Planning Board shall include a notation which indicates how many dwelling units are allocated to each lot in the subdivision. The wording for the plat shall be as follows:

"The following lots have dwelling unit rights, pursuant to the Town of Andes Zoning Local Law. The lots of this subdivision are allocated dwelling unit rights as follows:

Lot #1 -- (# of dwelling unit rights)

Lot #2 -- (# of dwelling unit rights)

Lot #3 -- (# of dwelling unit rights)

The Town of Andes Zoning Local Law allocates to each tract of land a maximum number of dwelling units that can not be exceeded. On any given tract of land, site conditions such as topography, soils limitations or other regulations may limit the number of dwelling units to a number less than the maximum allocation."

TOWN OF ANDES
DELAWARE COUNTY, NEW YORK

ALLOCATION DISCLOSURE AFFIDAVIT

(Affidavit of grantor specifying to grantee the number of dwelling unit rights allocated to the parcel being conveyed in the Town of Andes)

1. I am the owner of the _____ acre parcel of land, tax map # _____, described on Page _____, Liber _____, which is being subdivided pursuant to the Town of Andes Subdivision Regulations.
2. I intend to convey Lot # _____ of this subdivision, as shown on the subdivision map dated _____.
3. This lot shall have allocated to it _____ dwelling unit rights, pursuant to the Town of Andes Zoning Law.
4. The Town of Andes Zoning Local Law allocates to each tract of land, a maximum number of dwelling units that can not be exceeded. On any given tract of land, site conditions such as topography, soils limitations or other regulations may limit the number of dwelling units to a number less than the maximum allocation.
5. I will furnish a copy of this affidavit to the grantee prior to conveyance of the lot described in numerals 1 and 2, above.

STATE OF NEW YORK)

ss:

COUNTY OF _____)

Sworn to me this _____ day of _____, 19 ____

(Grantor Signature)

(Notary Public Signature)

Notary Seal:

Copy to: Town Clerk

NOTICE TO ADJOINING PROPERTY OWNERS

ANDES PLANNING BOARD
TOWN OF ANDES
DELAWARE COUNTY, NEW YORK

Date: _____

Dear Sir or Madam:

This letter is to notify you of a Public Hearing that will be appearing in the
Oneonta Daily Star
~~Walton Reporter~~, the official newspaper of the Town of Andes. The hearing will
be to discuss the application of _____
(applicant's name)

for approval of a _____ Subdivision or Boundary Line Adjustment plat of property
(# of lots) (circle one)

that either adjoins or is adjacent to yours. Said proposal is located at _____
_____. The hearing will be held at the Andes
(describe general location along road)

Town Hall, Andes, New York, on _____ at 8:00 pm.
(date)

(applicant's signature)

AGRICULTURAL DATA STATEMENT

Municipality _____ Ag District No. _____ Date _____

This form must be completed for any application requiring municipal review for Subdivision Approval, Special Use Permit, Site Plan Approval, or Use Variance that would occur on property within 500 feet (500') of a farm operation located in an Agricultural District (Section 283-a of Town Law or 7-739 of Village Law).

PART I (completed by Applicant)

Applicant

Name: _____
Address: _____
Phone #: _____

Owner, if different from Applicant

Name: _____
Address: _____
Phone #: _____

1. Description of Project (purpose, acreages involved, etc.) _____

2. Provide a Tax map and Tax map number(s) of your Project: _____

3. Is your parcel actively farmed? _____ If so, how? Pasture Cropland Hayfield (circle those that apply)

4. List all farm operations within 500 feet of your parcel. Farm operations are defined as "... the land used in agricultural production, on-farm buildings, equipment, manure processing and handling facilities and practices which contribute to the production, preparation and marketing of crops, livestock and livestock products as a commercial enterprise. Such farm operation may consist of one or more parcels or owned or rented land, which parcels may be contiguous or noncontiguous to each other." (Section 301, subd. 11, Article 25 AA of the Agriculture and Markets Law). These can be obtained from the local assessor.

Name _____ Tax Parcel No. _____
Address _____ Is parcel actively farmed? _____

Name _____ Tax Parcel No. _____
Address _____ Is parcel actively farmed? _____

Name _____ Tax Parcel No. _____
Address _____ Is parcel actively farmed? _____

Name _____ Tax Parcel No. _____
Address _____ Is parcel actively farmed? _____

Name _____ Tax Parcel No. _____
Address _____ Is parcel actively farmed? _____

Name _____ Tax Parcel No. _____
Address _____ Is parcel actively farmed? _____

Attach a separate sheet if necessary.

5. Notice of the Project must be sent to the above farm operations by Return Receipt/Certified Mail. Return receipts must be presented to the Municipal Review Board.

Date Notice(s) Sent: _____

Signature of Applicant

Signature of Owner

PART II (completed by Municipal Review Board)

Reviewed by:

Signature of Municipal Official

Date

PART III (completed by Municipal Review Board)

All applications requiring an Agricultural Data Statement **must** be referred to the Delaware County Planning Board in accordance with amended Section 239-m and 239-n of the General Municipal Law.

Notice of Referral to County Planning Board – Date Sent: _____

DESIGN STANDARDS FOR ROADS IN MINOR SUBDIVISIONS

Road Bed

- eight inches (8") well graded bank run gravel
- driving surface minimum of 16 feet width
- ditch to ditch minimum roadway width 24 feet

Drainage

Culverts

- minimum 18' diameter
- 30 feet minimum length

Ditches

- minimum depth 2 feet below road centerline

Intersections

- 90 degree angles for first 20 feet
- minimum return radius of 15 feet
- sight easements to be provided

Curves

- minimum radius 50 feet
- maximum grade on curve 6 percent

Maximum Grade

- 6 percent for first 20 feet
- 12 percent beyond first 20 feet

Turnouts

- 16' x 50' surfaced turnout for roads over 200' long
- turnout to be located mid-way along road

Right-of-way

- 60' minimum

Turn-around

- "T" type turn-around at last driveway entrance

Maintenance

- written agreement required
- statement in deeds required
- no Town takeover stated in deeds

Application No. _____

Date _____

Fee _____

TOWN OF ANDES PLANNING BOARD
APPLICATION FOR FINAL PLAT APPROVAL

Name of Property Owner(s) _____

Address _____

Name of Agent (Applicant) if different from Owner

Address _____

Land Surveyor _____

Address _____

Subdivision Information: Minor _____ Major _____

Location of Subdivision _____

Name of Subdivision (If Any) _____

Tax Map Designation: Sheet _____ Block _____ Lot(s) _____

Total Acreage _____ Number of Lots _____

Agricultural District Yes _____ No _____

Is This Subdivision Located within 500 feet of any Municipal
Boundary or the Boundary of any State or County Property or
Easement Yes _____ No _____

I, _____, hereby depose and say that
all the above statements contained in the papers submitted
herewith are true.

(Signature)

Subscribed and sworn to before me this _____ day of

_____, 19____.

(Notary Public)

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 <input type="checkbox"/>
			YES <input type="checkbox"/>
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 <input type="checkbox"/>
			YES <input type="checkbox"/>
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			

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	N/A <input type="checkbox"/> <input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation service(s) available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	NO <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places? b. Is the proposed action located in an archeological sensitive area?	NO <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	NO <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
16. Is the project site located in the 100 year flood plain?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES _____	NO <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	

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
_____	<input type="checkbox"/>	<input type="checkbox"/>
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
_____	<input type="checkbox"/>	<input type="checkbox"/>
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
_____	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing: a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>

	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?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

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.
<div> <div>Name of Lead Agency</div> <div>Date</div> </div>	
<div> <div>Print or Type Name of Responsible Officer in Lead Agency</div> <div>Title of Responsible Officer</div> </div>	
<div> <div>Signature of Responsible Officer in Lead Agency</div> <div>Signature of Preparer (if different from Responsible Officer)</div> </div>	

PRINT