



Deposit Fee:

\$_____

Application Fee:

\$_____

TOWN OF CAZENOVIA • 7 ALBANY STREET • CAZENOVIA • NY 13035 • 315-655-9213

LAND SUBDIVISION APPLICATION

Name and Address of Applicant _____

Tax Map Number_____

Telephone_____ Date_____

Name and Address of Owner _____

Signature of Owner of Record _____

INSTRUCTIONS Applications for both major and minor subdivisions require that Sections A, B, C, and D (plus E, if appropriate) be completed by the applicant prior to an informal hearing with the Planning Board, at which time a formal determination will be made as to the most appropriate subdivision classification (i.e.: major or minor). This form should be returned to the Town Clerk at least 15 (fifteen) days before the next scheduled meeting of the Planning Board. (The Board meets the first Thursday of the month)

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- Section A General Information

- Section B Soil Types and Characteristic Limitations

The Madison County Soil Survey (1981 edition, or any update) must be used as the reference resource for the following information required in Section B:

- *Depth to seasonal high water table
- *Depth to bedrock
- *Frost heave potential
- *Flooding potential

- Section C On-Site Observations

This information, which can be most helpful to the applicant and to the Town Boards, is what has been observed to exist on the property. Answers to Section C should be based on direct observation.

DEVELOPMENT & PROJECT DEPOSIT FEES SCHEDULE

Relative to: Local Law No. 3 - 2006 (adopted 10/2/06)

The following fees must be placed on account with the Town of Cazenovia at the time of application submittal.

Subdivision Deposit Fee Schedule:

1-4 lots (minor subdivision)	\$ 350.00 per application
5-10 lots (major subdivision)	\$ 350.00 per application
11 or more lots	\$ 2,500.00 per application
Line Elimination/Adjustment	\$ 350.00 per application

Subdivision Application Fee Schedule:

Rural A	\$ 350.00 per lot
Rural B	\$ 350.00 per lot
Lake, Comm., Industrial	\$ 350.00 per lot

Line Change Application Fee Schedule:

Rural A	\$150.00 per line
Rural B	\$ 100.00 per line
Lake, Comm., Industrial	\$ 150.00 per line

Escrow fees to offset legal, engineering, and other professional consultation expenses for any project before the Town of Cazenovia Boards (Town Board, Planning Board, Zoning Board of Appeals) are collected and placed in a separate escrow account at the time of application to the Board(s). The balance is returned to the applicant approximately 45 days after the completion of the project - or, if more funds are needed, a written request will be made.

The Development & Project Fee must be submitted in a separate check payable to the Town of Cazenovia.

In recent years, most Central New York towns and villages have enacted laws which require applicants for zoning relief to reimburse the municipality for professional fees associated with the review of such applications. In Cazenovia, Local Law 3-2006 would require that applicants for special permits, variances, site reviews and subdivisions as well as developers who construct new roads, drainage facilities, utilities or parks who apply for a new or extended special district, reimburse the Town for all engineering and legal expenses associated with the process. This reimbursement is completely separate from any application fees (which are used to offset the costs of the Codes Office, the ZBA and the Planning Board). The philosophy behind this reimbursement law is that applicants, the persons who will benefit from the application if approved, should pay the costs associated with the review process rather than the Town's taxpayers who receive no direct benefit from the application.

Normally, the attorneys review the application for compliance with Town requirements, review and help to guide the Boards through the environmental review process, prepare necessary documents for environmental review, prepare certain referrals to the County Planning Board, if required by statute, advise the Board with respect to legal issues involved and prepare resolutions as needed. Most applications require some, if not all of these items. If the application warrants, as determined by the reviewing Board, the application will be referred to the Town Engineers for review and recommendation. Normally, issues involving drainage or traffic will lead to engineering involvement.

At the time your application is submitted to the Town, you must also submit the required deposit AND any pertinent application fee(s). The reviewing Board will not accept your application as complete nor will it process your application unless the application fee and the development deposit are delivered to the Town.

Developer deposits are an estimate of what it will take to complete a review of your application under normal circumstances. If the deposit is exceeded, you will be required to pay additional amounts. If there is a balance left after final action by the Town, it will be returned to you. You are only required to pay fees that are reasonable and necessary. This is not a "blank check" process. A formal review procedure exists for any questions you may have regarding professional billings.

Engineering and legal costs can be minimized by the submission of complete applications, including required plans in the detail required by the zoning law or subdivision regulations, as the case may be. Copies of the pertinent Town laws, including the Developer Fees Law, can be obtained from the Town

**Cazenovia Town Board
Resolution No. 29
unanimously adopted 3/8/04**

- 1. All applicants, and their agents, including lawyers, engineers, surveyors, etc., with projects before the Planning Board, Zoning Board of Appeals, and Town Board, must supply at least two complete and identical copies of all maps, plans, drawings, engineering reports, or any paper document that cannot be easily reproduced on-site by the Town of Cazenovia Office.**
- 2. Upon arranging the sign-out of the documents with the Town Office, any interested party may borrow the duplicate copy for the purpose of reproduction and/or study, for a period not to exceed three days.**
- 3. This policy is to go into effect immediately and pertains to all current projects before the Planning Board, Zoning Board of Appeals, and Town Board, as well as future projects.**

INSTRUCTIONS FOR SUBDIVISION APPLICATIONS

Complete **ALL** pages of the attached application (except page 13 CACC) and return to the Town Office with the appropriate fee fifteen days prior to the Planning Board Meeting.

The first meeting you attend is the **INFORMAL** hearing. At that time, the Planning Board will determine if the application is complete and acceptable to proceed to a public **HEARING**. If additional information is requested by the Planning Board at the **INFORMAL** meeting, it must be submitted to the Town Office fifteen days prior to the next Planning Board Meeting that you wish to attend. Before a **HEARING**, the Town Office will prepare and advertise a **NOTICE for a PUBLIC HEARING** published in the newspaper.

For **MINOR SUBDIVISION** - the applicant must submit the final plan a minimum of fifteen (15) days prior to the scheduled **PUBLIC HEARING**. Within sixty-two (62) days after Final Approval, two paper maps and two Mylar maps must be submitted for endorsement by the Planning Board. All deed covenants and restrictions stipulated and agreed upon must be clearly stated on all maps submitted. The maps must be signed and dated by the owner, then reviewed, signed and dated by the Planning Board Chairperson. One signed Mylar map will be retained by the Town Office and the second signed Mylar map must be filed by the owner with the Madison County Clerk. A copy of the receipts from Madison County for the filing of the map and the deeds changing the parcel descriptions must be received by the Town before **ANY** permits can be issued.

For **MAJOR SUBDIVISION** - All items requested by the Planning Board must be submitted to the Town Office a minimum of fifteen (15) days prior to a public hearing. Public Notices will be published by the Town in the newspaper advertising hearings for The Preliminary Approval and The Final Approval by the Town of Cazenovia.

GENERAL INFORMATION

1. Purpose/Reason of Subdivision

_____ Immediate _____ Future
_____ Conveyance _____ Improvement
_____ Transfer _____ Development
_____ Hardship _____ Sale
Other _____

2. Number of Lots/Parcel existing _____

Number of Lots/Parcels proposed _____

3. Location/Tax Map Number _____

4. Zoning Classification

Permitted lot size:
Residential A/B _____40,000sf
Lake Watershed _____80,000sf

Proposed lot size _____

5. Size of Property

Total acreage _____

or square footage _____

Present total road frontage _____

Present total lake frontage _____

6. Land Use District

_____A Residential
_____B Residential
_____Lake Watershed Residential Use
_____New Woodstock Hamlet
_____Industrial

7. Requirement for Public Road or Utilities

_____Yes (see Major Subdivision Regulations)
_____No (see Minor Subdivision Regulations)

SOIL TYPES & LIMITATIONS

In answering this section, the Madison County Soil Survey (1981 Edition) must be used. This survey has identified the various types of soil found throughout Madison County. Please use this survey to identify those soil types found within the boundaries of your property.

	<u>Map Abbreviation</u>	<u>Type of Soil</u>
Soil 1	_____	_____
Soil 2	_____	_____
Soil 3	_____	_____
Soil 4	_____	_____

The characteristics of each of the above soil types may be found in Table 13, page 227 of the Soil Survey and should be used for obtaining the following required information about each soil type:

	Seasonal High Water Table	Depth to Bedrock	Frost Heave Potential	Flooding Potential
Soil 1	_____			
Soil 2	_____			
Soil 3	_____			
Soil 4	_____			

ON-SITE OBSERVATIONS

The following do exist or have been observed on the property:

1. WATER: ☐ Springs ☐ Stream ☐ Brook
 ☐ Marsh ☐ Swamp ☐ Other

2. DRAINAGE: Any obvious drainage channels? ☐ Yes ☐ No
 Standing water after storms? ☐ Yes ☐ No
 Red-stemmed shrubs or cattails? ☐ Yes ☐ No
 Any neighboring properties?
 ☐ Uphill ☐ Downhill

3. VEGETATION: Mostly wooded? ☐ Yes ☐ No
 Mostly brush? ☐ Yes ☐ No
 Mostly meadow or open space? ☐ Yes ☐ No
 Mixed vegetation? ☐ Yes ☐ No

4. EXISTING MAN-MADE FEATURES ON SITE:
 ☐ Storm drains ☐ Water lines ☐ Historical (describe)
 ☐ Septic system ☐ Sewer lines ☐ Structures (describe)
 ☐ Phone lines ☐ Electric lines ☐ Buildings (describe)
 ☐ Wells ☐ Gas lines ☐ Other (describe)

5. OTHER COMMENTS BY APPLICANT TO THE PROPOSED DEVELOPMENT:

Signature of Applicant _____ Date _____

HISTORY

Status of Property and History since January 1, 1970:

1. Total acreage of the property on January 1, 1970

Depth_____

Width_____

Road Frontage_____

2. Has the aforesaid property been transferred as a whole since January 1, 1970?

Yes_____

No_____

3. Has any portion of the aforesaid property been transferred since January 1, 1970?

Yes_____

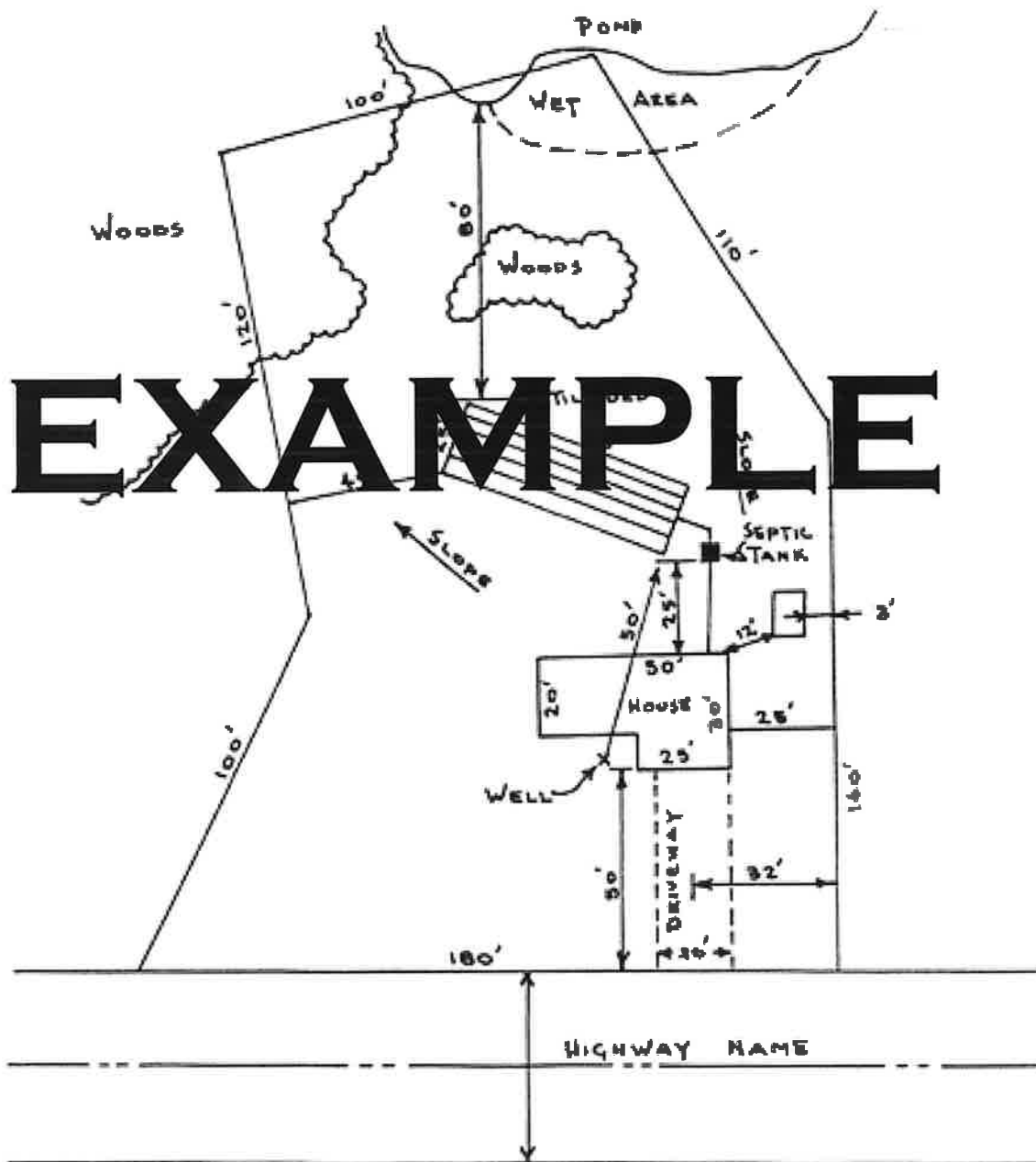
No_____

4. If "Yes," please give the Tax Map Identification Number, size, and date of each conveyance of a portion of the aforesaid property since January 1, 1970:

Tax Map Number	Size (acres or dimension)	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SKETCH PLAN

The following diagram is an example of a Sketch Plan. ATTACH YOUR SKETCH PLAN detailing the proposed Subdivision to this application.



TOWN OF CAZENOVIA

**APPLICATION FOR USE VARIANCE,
SUBDIVISION/CONTROLLED SITE/SPECIFIC PERMIT**

1. The property is within an Agricultural District containing a farm operation or on property with boundaries within 500 feet of a farm operation located in an Agricultural District:

_____ YES _____ NO

2. If the above answer is yes, the Applicant must prepare an Agricultural Data Statement which is annexed hereto.

3. I, the Applicant, have made the above determinations by a review of the Town Real Property Tax Maps and the applicable Agricultural District Maps.

APPLICANT

BY:_____
(Title)

TOWN OF CAZENOVIA
AGRICULTURAL DATA STATEMENT

1. Name and address of applicant:

2. Description of the project and its location (*i.e.*, application for a specific permit controlled site approval, use variance, subdivision approval):

3. Is applicant's property located within a designated agricultural district?
___ Yes ___ No.

If yes, list the name and address of all farm operations within the same district.

4. Name and address of owners of land (within the Agricultural District) containing farm operations which are located within 500 feet of the boundary of the project property:

5. Attach copy of tax map showing all properties listed in response to items 1 and 3 above.

Dated: _____

Signature of Applicant

Short Environmental Assessment Form

Part 1 - Project Information

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 government 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, are adjoining or near the proposed action:			
5. ☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban)			
☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other(Specify):			
☐ Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	☐	☐	☐
b. Consistent with the adopted comprehensive plan?	☐	☐	☐
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	☐	☐	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	☐	☐	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation services available at or near the site of the proposed action?	☐	☐	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	☐	☐	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____ _____	☐	☐	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____ _____	☐	☐	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____ _____	☐	☐	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	☐	☐	
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?	NO	YES	
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: _____ _____ _____			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☐ Urban ☐ 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	YES
☐	☐	☐
16. Is the project site located in the 100-year flood plan?	NO	YES
☐	☐	☐
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? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:	NO	YES
☐	☐	☐
☐	☐	☐
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	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 CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		

“Notice by applicant to owners of nearby property. The applicant shall notify, by certified mail, return receipt requested, all owners of property located both (a) within 500 feet of the outside perimeter of the proposed subdivision and (b) directly across any existing street from the property to be subdivided, at least (5) five days prior to the public hearing. The notice shall set forth the date, time, place and purpose(s) of the public hearing. The notices shall be mailed to the mailing address on the most recent tax roll for the property owners to be notified. At least (3) three days to the public hearing, the applicant shall furnish the Planning Board with post office proof of mailings.

NAME AND ADDRESS OF OWNER

This image shows a full page of a handwriting practice worksheet. It consists of multiple sets of three horizontal dashed lines, providing a guide for letter height and placement. The lines are evenly spaced across the entire page, which has a clean white background. There is no text or other markings on the page.

Signature of Applicant_____ Date_____