

# INSERT: Subdivision of Land

(Pursuant to §131-1 & §131-3)

## SUBMISSION REQUIREMENTS

### FILING FEES:

- \_\_\_\_ Minor Subdivision - \$150.<sup>00</sup>/lot  
\_\_\_\_ Major Subdivision - \$500.<sup>00</sup> + \$150.<sup>00</sup>/lot & professional fees  
\_\_\_\_ Lot Line Adjustment - \$150.<sup>00</sup>

### ONE (1) original:

- \_\_\_\_ 1. Common Application Form – completed and signed  
\_\_\_\_ 2. Subdivision insert – completed  
\_\_\_\_ 3. Supporting narrative reports – if any  
\_\_\_\_ 4. SEQR **Short** form – completed (Board may require completed LONG FORM or more information)  
\_\_\_\_ 5. Letter of authorization – if agent or applicant.  
\_\_\_\_ 6. Photocopy of permits or correspondence from other agencies (see Referral Section below)  
\_\_\_\_ 7. Lot Dimension Schedule – (table of lot size, zoning dimensional compliance)  
    \_\_\_\_ Minor Subdivision/Lot Line Adjust – show each proposed lot  
    \_\_\_\_ Major Subdivision – table of typical proposed lot dimensions  
\_\_\_\_ 8. If within LWOD - Written statement or photocopy of transmittal letter that a copy of this application has been submitted to the City of Syracuse Water Department or the City of Auburn. (per §148-21E & F).

### TEN (10) copies of:

- \_\_\_\_ 9. Copy of current survey (per §148-41D(1)), with location map, stamped/signed by licensed land surveyor.  
\_\_\_\_ 10. Copy of subdivision plans showing existing and proposed lot lines and site conditions, signed and stamped by licensed design professional.  
\_\_\_\_ 11. ADDITIONAL PLANS: Conservation Analysis if required (per § 148-9C & G(1));  
Erosion-stormwater control plan (per §148-18B(10) & §148-26).

## REFERRALS AND CONTACTS WITH OTHER AGENCIES

The following agencies may have separate permit authority or be required to provide advisory review of applications before the Town. **You may be required by the Town to contact these agencies directly.** Please **indicate if you have already contacted** any of these agencies, the date of contact and the type of response (informal letter, permit issued, N/A - Not Applicable)

		<u>Contact Date</u>	<u>Response</u>
Highway Access:	Town Highway Dept.	_____	_____
	Onondaga County DOT	_____	_____
	NYS DOT	_____	_____
Water Supply:	Town Water Dept.	_____	_____
Sanitary Waste:	Onondaga Co Health Dept.	_____	_____
Natural Resources:	City of Syracuse Water Dept.	_____	_____
	NYS DEC	_____	_____
	US Army Corp of Engineers	_____	_____
Special District(s)	Town Board	_____	_____

## PROCEDURE SUMMARY (will vary depending on type of submission, project and design)

1. Pre-application meeting with Office of Planning & Zoning
2. Sketch plan review by Planning Board (per §131-3A)
3. Submittal Deadline (closest weekday to 1<sup>st</sup> of each month; required follow-up info 10 days prior to regular meeting)
4. Preliminary Board review of application
  - a. Determine completeness
  - b. Request additional information or submissions
  - c. Schedule site visit and formal review meeting date; set escrow if needed.
  - d. Refer application to other agencies
5. Formal Board Review
  - a. Public hearing
  - b. Receipt of referral recommendations
  - c. Final action and adoption of resolution

Contact Town Staff if you need assistance

**Town of Skaneateles Planning Board**

**INSERT: Subdivision of Land**

(Pursuant to §131-1 & §131-3)

Contact Town Staff if you need assistance

Applicant Name: \_\_\_\_\_

Property Tax Map# \_\_\_\_\_

**PROPOSED SUBDIVISION NAME:** \_\_\_\_\_

**PROJECT CLASSIFICATION:**

**Submission is** (check all applicable):

New project: \_\_\_\_\_

Amendment: \_\_\_\_\_

Sketch plan \_\_\_\_\_

Preliminary Plat \_\_\_\_\_

Final Plat \_\_\_\_\_

**Project is** (check all applicable):

Minor Subdivision (4 lots max) \_\_\_\_\_

Major Subdivision \_\_\_\_\_

Re-subdivision \_\_\_\_\_

Lot Line Adjustment \_\_\_\_\_

Lot Merger \_\_\_\_\_

**Subdivision design is:**

Conventional (standard conforming lots) \_\_\_\_\_

Open Space (cluster design per § 148-9C) \_\_\_\_\_

Conservation density (large lot per §131-6) \_\_\_\_\_

**PROJECT DESCRIPTION** (attach additional sheets if needed):

1. Describe the proposal:

\_\_\_\_\_  
\_\_\_\_\_

2. Describe existing conditions (Zone District(s), uses, activity, structures) on the property:

\_\_\_\_\_  
\_\_\_\_\_

3. Describe proposed physical or operational changes to the property:

\_\_\_\_\_  
\_\_\_\_\_

4. Lots

# lots existing # \_\_\_\_\_

# lots proposed now # \_\_\_\_\_

# lots proposed future # \_\_\_\_\_

# sections anticipated # \_\_\_\_\_

Total area of tract \_\_\_\_\_ (sq. ft.- acres)

Total area affected now \_\_\_\_\_ (sq. ft.- acres)

Total Area affected future \_\_\_\_\_ (sq. ft.- acres)

Estimated year – completion \_\_\_\_\_

5. Improvements proposed **WITHIN** tract boundary:

Roads \_\_\_\_\_ none \_\_\_\_\_ private shared driveway \_\_\_\_\_ private/public street

Water supply \_\_\_\_\_ private well \_\_\_\_\_ public supply - existing district: \_\_\_\_\_

Sanitary \_\_\_\_\_ onsite septic \_\_\_\_\_ private/public sewer - existing district: \_\_\_\_\_

Drainage \_\_\_\_\_ onsite \_\_\_\_\_ private/public facility - existing district: \_\_\_\_\_

Public Improvement Districts – list by name and/or type any to be **formed or extended** to serve proposed tract (attach applicable Town Board Resolution(s))  
\_\_\_\_\_

6. Ownership, taxes, liens

Deed is recorded in Onondaga Co. Clerk's Office

Liber \_\_\_\_\_ Page \_\_\_\_\_

Liber \_\_\_\_\_ Page \_\_\_\_\_

All property taxes have been paid? \_\_\_\_\_

Any encumbrances, liens or similar items against the land? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, describe: \_\_\_\_\_

**TURN OVER** - for REQUIRED SUBMISSIONS



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## REFERENCE ONLY

### Significant Definitions (see Town Subdivision Chapter §131-7 for more)

**LOT/PARCEL** — An area of land with definite boundaries, all parts of which are owned by the same person(s) or entities, the boundaries of which were established either by the filing of an approved subdivision plat or by the recording of a deed prior to the adoption of the Subdivision Law by the Town of Skaneateles on June 20, 1974. Where a parcel is divided by a public road, such division shall be deemed to create separate lots, even if such lots do not have individual tax parcel numbers or have been transferred in the same deed.

**LOT LINE ADJUSTMENT** — A modification of lot boundaries affecting any lot shown on an approved and filed plat in which a portion of one or more lots is added to an adjoining lot or lots without increasing the total number of buildable lots. A lot line adjustment is not a subdivision, but an amending map must be signed and recorded as provided in § 131-1F.

**LOT MERGER** — A change in lot configuration that merges contiguous lots in the same ownership by eliminating but not changing any lot lines.

**MAJOR SUBDIVISION** — Any subdivision not classified as a minor subdivision.

**MINOR SUBDIVISION** — Any subdivision or series of subdivisions **containing no more than four lots over a ten-year period**, not involving a new street or road or the extension of municipal facilities, not adversely affecting the development of the remainder of the parcel or adjoining properties, and not in conflict with any provision or portion of the Comprehensive Plan.

**OPEN SPACE SUBDIVISION** — A subdivision in which open space is permanently preserved pursuant to § 148-9 of the Zoning Law.

**PRELIMINARY PLAT** — A drawing or drawings clearly marked "preliminary plat" showing the salient features of a proposed subdivision, as specified in this chapter, submitted to the Planning Board for purposes of consideration prior to submission of the plat in final form and in sufficient detail to apprise the Planning Board of the layout of the proposed subdivision.

**RESUBDIVISION** — A change (including a lot adjustment) in a subdivision plat filed in the office of the County Clerk which a) affects any area reserved thereon for public use; b) affects any street layout shown on such plat; or c) diminishes the size of any lot shown thereon. A merger of adjoining lots that eliminates lot lines but does not change any lot lines is not a re-subdivision.

**SKETCH PLAN** — A sketch made on a topographic survey map showing the proposed subdivision in relation to existing conditions.

**SUBDIVISION** — The division of any parcel of land into two or more lots, plots, sites, or other division of land, with or without streets, for the purpose of immediate or future sale, lease, or building development. Such division shall include re-subdivision of plats already filed in the office of the County Clerk. A merger of adjoining lots that eliminates lot lines but does not change any lot lines is not a subdivision or a re-subdivision.

**SUBDIVISION PLAT or FINAL PLAT** — A drawing or drawings in final form showing a proposed subdivision containing all information or detail required by law and by this chapter, and which, if approved by the Planning Board, may be duly filed by the applicant in the office of the County Clerk.

Contact Town Staff if you need assistance

# ***Syracuse-Onondaga County Guide to the Subdivision Process***

Follow this guide in order to ensure that you take the proper steps necessary to subdivide your property.

## **1. Local Municipality**

The first step in determining whether or not your proposed plans are likely to be approved is to see your local municipality's development authority. Contact your Village, Town or City government and ask them to review your preliminary sketch.

### **Signatures Required:**

**In a town:** Signature of the town supervisor or planning board chair

**In a village:** Signature of the village mayor or planning board chair

**In the City of Syracuse:** Required signatures include:

- **City Planning Commission Secretary** – Contact City Zoning Office, City Hall Commons, 201 E. Washington St., call 448-8640. (After the map is filed, the applicant must call the City Zoning Office with the filing date and map number)
- **City Engineer** – Contact the Deputy Commissioner of Public Works Technical Services, Room 401 City Hall, call 448-8200.
- **City Assessor** – Room 130 City Hall; call 448-8280.

## **2. Onondaga County Department of Transportation**

If the subdivision is located on a county road, you'll need approval from County DOT. If it is not a county road, you should contact your local Highway Dept. to seek approval for driveway location.

- To determine whether or not you need County DOT approval, contact :

Terry Morgan  
Civil Engineer II  
Onondaga County Department of Transportation  
1100 Civic Center  
421 Montgomery St. Syracuse, NY 13202  
Email: [terrymorgan@ongov.net](mailto:terrymorgan@ongov.net)  
Phone: 315-435-3176 Fax: 315-435-5744

- The applicant should contact the Onondaga County DOT as early in the planning process as possible to discuss how the property will be accessed from the road. If a lot is subdivided after September 2, 1986, the DOT can deny access if any of the new lots do not meet the minimum sight distance requirements.
- If your house, driveway or septic system is designed before you seek DOT approval, you run the risk of having your access permit denied if there is not adequate sight distance. Be sure to contact the DOT before you purchase your final design plan.

## **3. Onondaga County Health Department, Division of Environmental Health**

The Onondaga County Health Department is required to review and stamp all subdivision maps before they are filed in the County Clerk's office. The focal point of their review is to help ensure the responsible subdivision of land and subsequent construction with respect to sewage disposal and water supply, whether public or private.

- An applicant should contact the Health Department as early in the planning stages as possible. Health Department laws and policies dictate procedures to be followed for



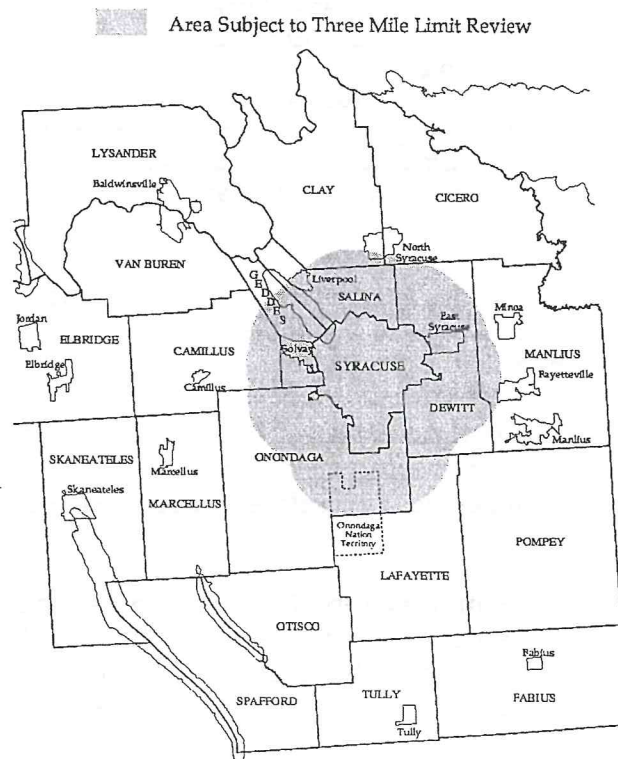
every subdivision of land that is being filed, regardless of the size or type of the project (from single lot creation to large subdivisions with hundreds of lots). The Health Dept. recommends Licensed Land Surveyors email a copy of the proposed plan to [jtill@ongov.net](mailto:jtill@ongov.net) for review prior to preparing final plans for signature.

- Contact the Bureau of Public Health Engineering at 315-435-6600 to discuss Health Dept. requirements for subdivision plan endorsement.

#### 4. Three Mile Limit Review, Street Names & Street Addresses

This step is required in order to ensure that your subdivision map shows the proper street names and street addresses.

- First determine whether or not your subdivision is within three miles of the City of Syracuse; see map below or call 448-8640 if you need help with this determination. Note that the following towns are entirely outside the three mile limit: Elbridge, Fabius, Lysander, Marcellus, Otisco, Pompey, Skaneateles, Spafford, Tully, and Van Buren.
- If your subdivision is **WITHIN** the three mile limit, contact the City Zoning Dept. at 448-8640 for the procedure that must be followed.
- If your subdivision is **OUTSIDE** the three mile limit, you must call 435-2611 to have a compliance letter issued by the Syracuse Onondaga County Planning Agency, 11<sup>th</sup> Floor of the John H. Mulroy Civic Center.



## **5. Certification of Real Property Tax Status**

- If the subdivision is outside of the City of Syracuse, a private abstract/title company must provide certification that all real property taxes have been paid. Some companies have offices in the County Clerk's Office, on the second floor of the Onondaga County Court House. Any private abstract/title company can provide the certification.
- If the subdivision is in the City of Syracuse, the City Finance Department will provide the certification. Contact Room 110 City Hall, call 448-8300.

## **6. File your map at the Onondaga County Court House**

This is the final step in the subdivision process. Approved subdivision maps are to be filed with the County Clerk, Room 200, Onondaga County Court House, 401 Montgomery St., Syracuse. The filing fee is \$10.00. For more information call 435-2226/2227.

### **.Subdivision Map Requirements**

#### **A. The subdivision map must be:**

- Printed in black ink on either linen, cloth backed paper, or Mylar.
- No larger than thirty-six by forty-four inches (36"x 44").
- Clear and legible for reproduction. (No folded or bent maps).
- Signed in black ink by all required officials. Only original signatures are acceptable.
- All stamps must be in black ink.

#### **B. The subdivision map must include the following information:**

- Tract name (cannot be Farm Lot or Military Lot)
- Property location by town, city or village
- Farm/Military Lot and/or block numbers
- North arrow
- Certificate of Licensed Land Surveyor: "We (or I) hereby certify that this is an accurate subdivision plat prepared by us (or me) on (date). This subdivision plat meets the current standards stated in the NYSAPLS Code of Practice for Land Surveys pertaining to All Boundary/Title Surveys. The subdivision boundary closure is (boundary closure precision). This map is not valid without the original seal of the surveyor."

#### **C. Onondaga County subdivision map standards required for filing:**

- Each new lot will have a definite designation number or letter per the new map.
- Each amended lot will have a definite designation per the new map to avoid confusion with the original lot designation as shown on a previous subdivision map (e.g. Lot 10 becomes Lot 10A).
- Existing parcels or lots to be added to or subtracted from will have a definite designation per the new map depicting all necessary conveyances.
- Each line or curve of all new or amended lots must clearly show all necessary geometry.
- Shorelines will have a tie line with geometry for closure.
- The map shall have absolutely no disclaimers preventing the use of said map as a legal descriptor for any new or amended lot or lots shown.
- All amended maps or resubdivision maps must recite which existing map # they are amending & clearly describe which lots or areas are being amended & why.

## **ONONDAGA COUNTY CLERK'S OFFICE**

### **LOT LINE ADJUSTMENT OR SIMPLE SUBDIVISION REQUIRMENTS**

1. Certified Copy of Town Board resolution approving the process.
2. New deeds.
3. Map. (Map will become a box map and attached to the Deed)