



## Subdivision Application Procedure

### Subdivision Plat Requirements.

Materials for Subdivision Review shall be submitted to the Planning Department at least twenty-one (21) days in advance of the Planning Board meeting and shall include;

1. \_\_\_\_\_ Subdivision Application (Received); \_\_\_\_\_ Complete
  2. \_\_\_\_\_ Subdivision Plat of the proposed Subdivision (Details below)
  3. \_\_\_\_\_ SEQR For: Completed and signed Short Environmental Assessment Form, Part 1 (SEAF), or Long Environmental Assessment For, Part I (LEAF). (Consult with Planning Department as to which to submit)
  4. \_\_\_\_\_ Agricultural Data Statement if site is in an Agricultural District
  5. \_\_\_\_\_ Payment of Application Fee
  6. \_\_\_\_\_ Applicant should be provided with "information regarding Lansing Pathway Planning".
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The Application and Subdivision Plat shall contain the following information:

- a. X Name and address of the landowner of record and the applicant, if not the same. Scale of the drawing(s), north arrow, and date.
- b. X An identification map showing the location and orientation of the proposed development relative to the local road system and pathway plan (See information regarding Lansing Pathway Planning). A tax map or USGS map may be adequate for this purpose.
- c. X Location of the site in relation to abutting properties and roads. Show existing property lines, right of-way, easements and the names of current owners of adjacent property and property on the opposite side of the road serving the site.
- d. \_\_\_\_\_ Gross acreage of the parcel to be subdivided.
- e. X Existing and proposed buildings, structures and land uses on the site and on adjacent properties.
- f. NA The location of any floodplain, NYSDEC mapped state wetlands and/or federal mapped wetlands designated by the National Flood Insurance Program.
- g. NA The location of any areas either recognized or designated by the Town of Lansing Planning Board as Unique Natural Areas as may be set forth in the Tompkins County Inventory of Unique Natural Areas. In addition, provide location of any CEAs and New York State Historic Preservation Office (SHPO ) mapped historic archeological, and cultural resources located at or near the site.
- h. X Indication of existing and proposed topography and drainage systems for the site.
- i. X Proposed storm water drainage from the site. Applicant shall delineate the area of proposed soil disturbance, including landscaping and proposed lawn. A stormwater management plan, consistent with the Town's local stormwater and erosion control local law and NYSDEC SPEDES permit requisites is required. A full SWPPP is currently required for a 2 acre or more soil disturbance pursuant to the Town's Local Stormwater and Erosion Control Local Law Number 6 of 2009. Soil disturbance includes landscaping and lawn placement.

- j. NA Proposed water source and sewage disposal system.
- k. NA The location, size and type of any proposed site lighting and signs. (installed so as to prevent glare on adjacent properties and roads) and signs.
- l. X Brief statement describing the proposed Subdivision.
- m. X Provide materials for County Department of Health (DOH) and/or Tompkins County Department of Planning 239 Review.

The Planning Board's statement may include recommendations of modifications to be incorporated into the final Subdivision Plat, and conformance with said modifications shall be considered a condition of approval. If the preliminary Subdivision Plat is not approved, the Planning Boards' statement shall contain the reasons for such findings. In such a case, the Planning Board may recommend further study of the Subdivision Plat and resubmission.

Any of the above Subdivision application requirements may, on the applicant's request, be waived by the Planning Board if circumstances warrant. The Planning Board may also request the applicant to submit additional information when this is necessary to make an informed judgment about the proposal. Such additional information, and the need for it, shall be agreed to by the applicant.

Refer to Local Law No. 2 of 2008 Subdivision Rules and Regulations of the Town of Lansing for additional details and requirements regarding applications for Subdivision approval.