

TOWN OF TONAWANDA
MAJOR SUBDIVISION REVIEW APPLICATION

Petitioner Name _____

Petitioner Address _____ Phone _____ Fax _____

Subdivision Name & Location/Address _____

Acreage _____ Proposed Number of Sublots _____

Lot Dimensions – Existing _____ Proposed _____

Zoning for Subject Premises _____

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The undersigned person being the (lessee) (agent), (owner) and/or contract purchaser of No. _____
_____, _____, New York _____, hereby makes application
for a **MAJOR SUBDIVISION** Approval to (describe) _____

The undersigned solemnly swears that all statement made herein are true and that all drawings and documentation submitted herewith represent a true and accurate analysis of the proposal outlined to the best of the applicants knowledge.

Sworn to before me this _____
____ day of _____, _____

(Notary Public)

Applicant _____
(Signature)

Applicant _____
(Print)

Address _____

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(OFFICIAL USE ONLY)

A) **SKETCH PLAN** Received Complete (by) _____ (date) _____

B) **PELIMINARY PLAT PLAN**

Received Complete (by) _____ (date) _____

Referred to: Town Building Department,
Town Water & Sewer, Town Highway,
Erie County Health Dept. (by) _____ (date) _____

Technical Support Dept. Action: _____ Approved _____ Approved w/Modification _____ Denied
(by) _____ (date) _____

Town Building Dept. Action: _____ Approved _____ Approved w/Modification _____ Denied
(by) _____ (date) _____

Town Water/Sewer Action: _____ Approved _____ Approved w/Modification _____ Denied
(by) _____ (date) _____

Town Highway Action: _____ Approved _____ Approved w/Modification _____ Denied
(by) _____ (date) _____

Erie County Health Dept. Action: _____ Approved _____ Approved w/Modification _____ Denied
(by) _____ (date) _____

SEQRA Committee Action: _____ Approved _____ Approved w/Modification _____ Denied
(by) _____ (date) _____

Town Board Action _____ Approved _____ Approved w/Modification _____ Denied
(by) _____ (date) _____

Other required review and approvals:
New York State Department of Health, Erie County Highway Department, Erie County Department of
Environment and Planning, New York State Department of Environmental Conservation.

C) **FINAL PLAT PLAN**

Received Complete (by) _____ (date) _____

Town Board Action _____ Approved _____ Approved w/Modification _____ Denied
(by) _____ (date) _____

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A) SKETCH PLAN

Unless otherwise noted, **THREE (3) COPIES** of the following documents shall be submitted for review by the Town Technical Support Department.

_____ 1) **CONCEPTUAL SKETCH PLAN** including:

- _____ North arrow, scale, date, and area location map
- _____ Names and address of owner and contiguous land owners within within 200' of the site
- _____ Ground contours for the subject site and contiguous properties at maximum 10' elevation intervals
- _____ Topographic features within the subject site and contiguous sites including: existing & proposed buildings; environmental features (steep slopes, watercourses, flood plains, wetlands, wooded areas, etc); existing & proposed water supply, sewage/waste disposal facilities, & storm drainage and proposed changes thereto

- _____ Lines of proposed streets lots, recreation areas & open space
- _____ Present zoning of the tract and other legal use restrictions, easements, etc.

_____ 2) **DESCRIPTION** of proposals relationship with local plans (including Master Plan, Area Plan, LWRP)

B) PRELIMINARY PLAT

Unless otherwise noted, **SEVEN (7) COPIES** of the following documents shall be submitted for review by the Town of Tonawanda:

- _____ 1) **APPLICATION FORM** (completed, signed and notarized)
- _____ 2) **ALL INFORMATION REQUIRED FOR SKETCH PLAN**
- _____ 3) **NON-REFUNDABLE APPLICATION FEE** (\$500.00 for 1st acre + @\$50.00 per additional acre.
- _____ 4) **PROPOSAL INFORMATION** including: name & address of record owner and subdivider; name & address of preparer; date; and written statement of intent

- _____ 5a) **PROPERTY MAP** (maximum 200': 1 inch scale)
 - _____ Scale, north arrow and general area location map
 - _____ Subdivision boundaries
 - _____ Contiguous properties and owner names and addresses
 - _____ Existing & proposed roads, sidewalks, utilities, structures, drainage systems and drainage ways
 - _____ Water courses, marshes or other wetlands, flood plains, wooded areas, public facilities, and other significant physical features on or near the site
 - _____ Proposed pattern of lots (including widths and depths), road layouts, open space, drainage, water supply and sewage disposal facilities (utility design calculations must be prepared by a NYS licensed Engineer)
 - _____ Locations of suitable monuments and benchmarks
 - _____ Proposed alteration of existing topography
 - _____ Integration into the New York State Plane Coordinate System
 - _____ Total acreage of parcel and number of lots proposed
 - _____ Date of original and all revisions
 - _____ Zoning information for subject parcel(s)

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- b) **DEVELOPMENT INFORMATION** including building types; building sizes; approximate costs

- _____ 6) **LEGAL DESCRIPTIONS FOR EXISTING PARCEL AND PROPOSED SUBLOTS**

- _____ 7) **LONG FORM ENVIRONMENTAL ASSESSMENT**

- _____ 8) **TAX MAPS** for subject parcel

- _____ 9) **LAND USE RESTRICTIONS LISTING** including easements, covenants, and zoning requirements

- _____ 10) **ADDITIONAL DRAWINGS** or other information as requested by the Town of Tonawanda

C) FINAL PLAT – (After Town Board approval of Preliminary Plat)

Unless otherwise note, **FIVE (5) COPIES** of the following documents shall be submitted for review by the Town of Tonawanda:

- _____ **ALL INFORMATION INDICATED FOR SKETCH PLAN OR PRELIMINARY SITE PLAN**
- _____ **DESIGNATION OF PUBLIC USE PARCELS** and conditions of such use
- _____ **GRADING, EROSION CONTROL AND LANDSCAPING PLANS**
- _____ **WIDTH & LOCATION OF ROADS** or public ways and the width, location, grades and road profiles of all roads or public ways proposed
- _____ **LOCATION & SIZE** of waterlines, hydrants and sewer lines
- _____ **DRAINAGE PLAN** including line or ditch profiles and drainage easements
- _____ **PLANS AND CROSS SECTIONS** showing: sidewalks, road lighting, roadside trees, curbs, water mains, sanitary sewers and storm drains, pavement widths & depths, underground cable systems
- _____ **PRELIMINARY BRIDGE OR CULVERT DESIGNS**
- _____ **PROPOSED LOT LINES** with approximate lot dimensions and area
- _____ **FIELD SURVEY** of the boundary lines of the tract, based on the NYS Plane Coordinate system by a NYS licensed Land Surveyor, including monument and benchmark locations
- _____ **COVENANTS OR DEED RESTRICTIONS** applicable to the subject tract
- _____ **DRAFT ENVIRONMENTAL IMPACT STATEMENT** (as applicable)
- _____ **ADDITIONAL INFORMATION** as requested by the Town of Tonawanda
- _____ **APPLICANT SHALL** submit final plat to Erie County Clerk’s office within **62 days of Town Board approval** which requires a filing fee and two (2) copies of plat on canvas-backed paper or mylar. Minimum size 8-1/2” x 11”, maximum size 34” x 44”.

The final plat must contain: Name of Subdivision

Certification of Land Surveyor

Date survey completed

Town approval shown on final plat {

Approved by the Town Board, Town of Tonawanda Date: _____ Town Deputy Clerk _____
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Certification of County Treasurer or Title

Company that all taxes are paid

Health Department approval required for tracts divided into five (5) or more residential lots, each 5 acres; if less than 5 lots, no approval is required