

TOWN OF TONAWANDA
MINOR SUBDIVISION REVIEW APPLICATION

Application No. **MNSD** _____

Petitioner Name _____

Petitioner Address _____ Phone _____ Fax _____

Subdivision Name & Location/Address _____

Acreage _____ Proposed Number of Sublots _____

Lot Dimensions – Existing _____ Proposed _____

Zoning for Subject Premises _____

.....
The undersigned person being the (lessee) (agent), (owner) and/or contract purchaser of No. _____

_____, _____, New York _____, hereby makes application

for a **MINOR 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 _____, _____

Applicant _____
(Signature)

Applicant _____
(Print)

Address _____

(Notary Public)

.....
OFFICIAL USE ONLY

Initial Application Received (by) _____ (date) _____

Complete Application Received (by) _____ (date) _____

Referred to Depts. (by) _____ (date) _____

Approved by Technical Support Dept. (by) _____ (date) _____

Approved by Building Dept. (by) _____ (date) _____

Approved by Highway Dept. (by) _____ (date) _____

Approved by Water & Sewer Dept. (by) _____ (date) _____

Approved by Water & Sewer Dept. (by) _____ (date) _____

Town Board Action on Plat **APPROVED** **APPROVED W/MOD** **DENIED**

Unless otherwise noted, **FIVE (5) COPIES** of the following documents shall be submitted for review by the Town Technical Support Department.

- _____ 1) **APPLICATION FORM** (completed, signed and notarized)
- _____ 2) **DESCRIPTION** of proposals relationship with local plans (including Master Plan, Area Plan, LWRP)
- _____ 3) **PROPOSAL INFORMATION** including; name & address of record owner and subdivider; name & address of plan preparer; date; and written statement of intent
- _____ 4a) **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 (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)
- _____ b) **DEVELOPMENT INFORMATION** including building types; building sizes; approximate costs
- _____ 5) **LEGAL DESCRIPTIONS FOR EXISTING PARCEL AND PROPOSED SUBLOTS**
- _____ 6) **(SHORT OR LONG) FORM ENVIRONMENTAL ASSESSMENT**
- _____ 7) **TAX MAPS** for subject parcel
- _____ 8) **LAND USE RESTRICTIONS LISTING** including easements, covenants, and zoning requirements
- _____ 9) **ADDITIONAL DRAWINGS** or other information as requested by the Town of Tonawanda
- _____ 10) **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 {
 Certification of County Treasurer or Title
 Company that all taxes are paid
- _____ 11) **DATA** acceptable to the Town of Tonawanda to readily determine the location, bearing and length of road lines, lot lines and boundary lines (sufficient to allow for ground reproduction)
- _____ 12) **PROOF OF REVIEW & APPROVAL** of water & sewage by Erie County Health Department, EC Dep. Of Environment & Planning, and/or NYS Dept. of Environmental Conservation
- _____ 13) **NON-REFUNDABLE APPLICATION FEE** (\$500.00 for 1st acre + \$50.00/add'l acre)

Approved by the Town Board, Town of Tonawanda Date: _____ Town Deputy Clerk _____
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