

**TOWN OF WAYNE
PROCEDURAL PACKAGE FOR
SUBDIVISION
APPROVAL**

For additional information
contact:

Wayne Town Clerk
or Code Enforcement Officer

Town of Wayne
P.O. Box 182 Silsbee Rd.
Wayne, NY 1.4893
Office No. 607- 292-3450
Fax No. 607-292-3309
Cell No. 607-229-0594

NOTICE

Following subdivision approval by the Wayne Town Planning Board, it is your responsibility as the applicant, within 62 days of approval, to file two copies of the approved plat with the County; one at the County Clerk's Office and one at the Real Property Tax Service Office. Subdivision approval is not COMPLETE until this has been done. Failure to do so will void the subdivision approval.

WAYNE TOWN PLANNING BOARD
P.O. BOX 182, SILSBEE ROAD
WAYNE, NY 14893
607-292-3450

Town Of Wayne, Steuben County, N.Y.

Subdivision Application

Subdivision Plat Approval is required for the division or lot line adjustment of any parcel into two or more lots, plots, parcels or other division as detailed in the "Town of Wayne Subdivision Regulations", Local Law No. 1 of 2005.

A complete Application must be submitted to the Code Enforcement Officer prior to Planning Board review

Date: _____ **Application No.** _____ **Date Received** _____
(completed by code enforcement officer)

Tax Map No. _____

Name of Applicant: _____

Mailing Address: _____

Telephone No. Home _____ **Business** _____ **Cell** _____

Name of Current Owner: _____

Owner Mailing Address: _____

Owner Telephone: Home _____ **Business** _____ **Cell** _____

Location of Subdivision: _____

Total Size of Property: _____ **Zoning District:** _____

Proposed Number of Lots: _____ **Proposed Lot Sizes:** _____

Project Description: _____

Please submit 8 copies of this application and all the supporting documents, (1) Preliminary subdivision plat plan, (2) SEQR form part 1, (3) Submission requirements listed separately.

I hereby certify that to the best of my knowledge and belief, the information I have provided is true and correct.

Date: _____ **Signed:** _____

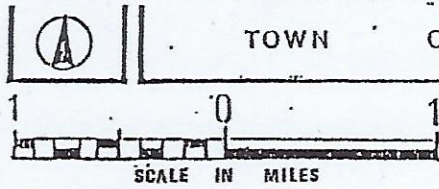
Planning Board Action: Date: _____ **Action taken; Approved**____ **Denied**____ **Tabled** ____

Comments: _____

SUBDIVISION PLAN LOCATION MAP

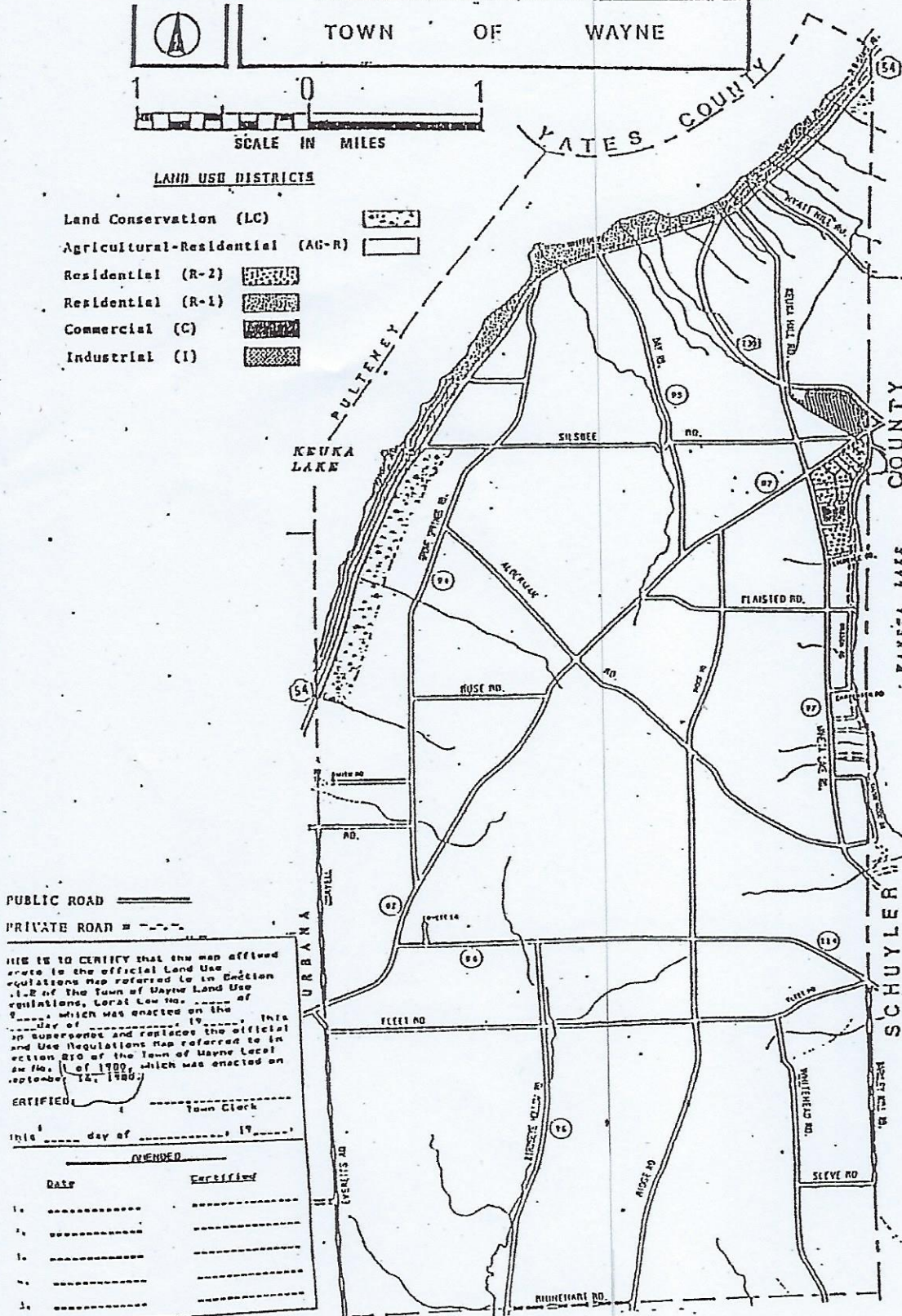
APPLICANT: _____

APPLICATION NO.: _____



LAND USE DISTRICTS

- Land Conservation (LC)
- Agricultural-Residential (AG-R)
- Residential (R-2)
- Residential (R-1)
- Commercial (C)
- Industrial (I)



PUBLIC ROAD ————
PRIVATE ROAD - - - - -

I HEREBY CERTIFY that this map affixed
hereto is the official Land Use
Regulations Map referred to in Section
11.2 of the Town of Wayne Land Use
Regulations, Local Law No. _____ of
_____ which was enacted on the
_____ day of _____, 19____. Into
my presence and replaces the official
and Use Regulations Map referred to in
Section 210 of the Town of Wayne Local
Law No. 1 of 1980, which was enacted on
September 14, 1980.

CERTIFIED _____
Town Clerk

This _____ day of _____, 19____

Date	Certified
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

these regulations. Subdividers of minor subdivisions may propose a cluster subdivision layout.

2. Major Subdivision: Major subdivisions shall conform to all requirements unless specifically waived by the Planning Board. A fee as determined by the Town Board shall accompany the submission.

3.3.1 Submission of Plat

For the purpose of these regulations the submission date for review shall be taken as the date of the first regular Planning Board meeting following plat submission to the Code Enforcement Officer. Eight (8) copies of the subdivision plat shall be presented to the Code Enforcement Officer-fourteen(14) days prior to the regularly scheduled Planning Board meeting. A fee as determined by the Town Board shall accompany the submission. The Code Enforcement Officer shall verify the completeness of the submission and refer it to the Planning Board for review. The Code Enforcement Officer shall notify the applicant as to the date of the Planning Board meeting at which the proposal will be discussed. The subdivider, or his duly authorized representative, shall attend the monthly meeting of the Planning Board at which the Subdivision Plat is to be considered.

3.3.2 Submission requirements for Minor Subdivision.

The applicant must respond to items A-O with application

The subdivision plat for a minor subdivision shall be drawn on paper or other suitable material at a standard scale of not more than two hundred (200) feet to the inch. The following design criteria and information shall be incorporated on the plat or provided on additional sheets.

- A. Build able Land calculations as described in Section 1.5 (e).
- B. A completed NYS Environmental Quality Review Act (SEQR) Environmental Assessment Form.
- C. Location map of proposed subdivision.
- D. The dimensions and arrangements of lots shall be such that there will be no foreseeable difficulties, for reasons of topography or other conditions, in providing access to buildings on such lots or in securing building permits to build on the lots in compliance with the Land Use Regulations. In general, Side lot lines shall be at right angles or radial to road ROW, unless a variation from this can be shown to result in a better plan.
- E. A copy of such covenants or deed restrictions as is intended to cover all or part of the tract.
- F. An actual field survey of the boundary lines of the tract and lots giving complete descriptive data by bearings and distances made and certified to by a licensed land surveyor. The corners of tract shall also be located on the ground and marked by monuments, and shall be referenced and shown on the Plat.
- G. Proposed subdivision name, name of the Town and County in which it is located.
- H. The date, north point, map scale, and name and address of record owner and/or subdivider.

- I. Frontage on a public or private road.
- J. Storm water Drainage and Erosion and Sediment Control.
 - 1. A schematic indication of proposed system for storm water drainage is required
 - 2. If a cumulative land disturbance of more than one (1) acre is created, a copy of the NYS Phase II Construction Permit Storm water Pollution Prevention Plan (SWPPP) must be filed with the plat.
- K. Statement as to proposed source of water supply and method of sewage disposal. If private sanitary disposal unit is necessary, the necessary data and preliminary design of unit shall be included.
- L. A topographic survey showing ground contours adjacent to and within the tract to be subdivided at intervals of not more than twenty (20) feet of elevation, and all pertinent topographic and planimetric features within and adjoining the tract, including existing roads, existing buildings, watercourses and their one hundred (100) year flood limits, areas of slope 15% or greater, water bodies, swamps, wooded areas, and individual large trees. Other features to be retained in the subdivision should be so indicated.
- M. Location of any outstanding natural features.
- N. Names of adjoining property owners and tax parcel identification numbers, and/or names of adjacent subdivisions.
- O. Location of existing and proposed buildings on each lot showing setbacks and other pertinent data.

3.3.3 Public Hearing.

- A. A subdivision plat shall not be considered complete until a Negative Declaration has been filed or until a notice of completion of the Draft Environmental Impact Statement has been filed in accordance with the provisions of SEQR. The time periods for review of a subdivision plat shall begin upon filing of such Negative Declaration or such notice of completion.
- B. If the application for Minor Subdivision is complete and satisfactory, the Planning Board shall schedule a public hearing within sixty-two (62) days from the date of the submission. The hearing shall be advertised at least five (5) days before its scheduled date in a newspaper of general circulation in the Town. The hearing on the subdivision plat shall be closed upon motion of the Planning Board no more than one hundred twenty (120) days after it has been opened.

3.3.4 Notification of Decision on Plat.

- A. The Planning Board shall study the subdivision plat in relation to the intent of these

regulations as described in Article I, development guidelines as described in Article IV, requirements of the Land Use Regulations, the Comprehensive Plan and the Town Official Map. The Planning Board shall, within sixty-two (62) days from the date of the close of the public hearing, act to conditionally approve, conditionally approve with modifications, disapprove or grant final approval and authorize the signing of the subdivision plat. This time may be extended by mutual consent of the subdivider and the Planning Board. Failure of the Planning Board to act within such time shall constitute approval of the plat.

- B. Upon granting conditional approval with or without modification to the plat, the Planning Board shall empower a duly authorized officer to sign the plat upon compliance with such conditions and requirements as may be stated in its resolution of conditional approval. Four (4) copies of the approved subdivision plat shall remain with the Town and two (2) copies shall be returned to the subdivider for compliance with Section 3.4.11 of these regulations.
- C. Grounds for Decision. The grounds for a modification, if any, or the grounds for disapproval shall be stated within the records of the Planning Board.

Section 3.4 Procedure for a Major Subdivision

After the Planning Board has determined at the sketch layout review that the applicant's subdivision has major classification, the subdivider or his authorized agent shall apply for approval of such proposed subdivision in accordance with the following procedures.

3.4.1 Cluster Development

The subdivider shall apply for a Cluster Development in which a minimum 50% of the build able acreage is permanently set aside and which includes a new minor road accessing proposed lots.

- A. **Maximum Density.** A cluster development shall result in a permitted number of building lots or dwelling units which shall in no case exceed the number which could be permitted, in the Planning Board's judgment, if the land were subdivided into lots conforming to the minimum lot size and density requirements of the Wayne Land Use Regulations.
- B. **Cumulative Density.** In cases where the plat falls within two or more contiguous districts, the Planning Board may approve a cluster development representing the cumulative density as derived from the summing of all units allowed in such districts, and may authorize any construction to take place in all or any portion of one or more of such districts.

3.4.2 Conventional Plat

When the subdivider can demonstrate that a traditional subdivision layout would be in the best interest of the community and would be compatible with the characteristics of the site, the subdivider may submit a conventional subdivision plat.

3.4.3 Waiver

The Planning Board may waive application requirements in accordance with Section 1. 9.

TOWN OF WAYNE
P.O. BOX 182, SILSBEE RD
WAYNE, NY 14893

OFFICE OF THE TOWN CLERK

SUBDIVISIONS

**TOWN OF WAYNE--
GENERAL INFORMATION:**

The Town Subdivision regulation defines a Subdivision as "... the division of any parcel **of land into** two or more lots, plots, sites or other division **of land lots with or without streets** or highways, for the purpose of sale, transfer of ownership, or development. The term "subdivision" includes any alteration of lot lines or dimensions of any lots shown on a plat previously approved and tiled in the office of the Steuben County Clerk, (See "resubdivision")

The Town Subdivision Rules and Regulations is a local law which was adopted in 2005. Copies are available at the Town Clerk's Office for a charge of \$10.00. (Ask for Local Law No. One of 2005).

PLANNING BOARD MEETINGS--Regular Planning Board Meetings are held on the first Monday of each month at 7:00 PM. Applications must be submitted to the Town Clerk no later than 3:30 PM, 15 DAYS PRIOR TO THE MEETING to be on the agenda of the regular monthly meeting.