

**TOWN OF LEWISTON
PLANNING BOARD APPLICATION**

DESCRIPTION OF PROPOSED REQUEST:

Name of Property Owner: _____ Phone #: _____

Name of Applicant: _____ Phone #: _____

Address or Location of Proposal: _____ SBL# _____

Size of Parcel or Structure: _____ Existing Zoning: _____

Proposed Request: _____

TIMELINES, DATES & DEADLINES:

Submittal deadline 1st Thursday of each month.

Planning Board meeting 3rd Thursday of each month.

Follow-up with applicant with list of items to get final sign-off.

REQUIRED ENCLOSURES:

In order to provide the Town Planning Board with adequate information on which to base its decision, this application **WILL NOT BE HEARD** unless the following information is submitted by the 1st Thursday of the month for which you are applying.

DOCUMENT SUBMISSION: SUBMITTED PLANS MUST BE SEPARATED AND FOLDED NO LARGER THAN LEGAL SIZE OF 8 1/2X14

REQ N/A

- _____ 1. One electronic copy.
- _____ 2. Fourteen (14) copies of adequate written description of proposal.
- _____ 3. Fourteen (14) copies size D copies of complete **ENGINEERED/ARCHITECTURAL** site proposal to include the following:
 - _____ Copy of plot plan
 - _____ An actual field survey of the boundary lines of the tract, giving complete descriptive data by bearings and distances, made and certified by a licensed land surveyor.
 - _____ Copy of traffic access patterns, parking arrangements and traffic study if needed.
 - _____ Copy of landscape plan.
 - _____ Copy of signage plan.
- _____ 4. **State Environmental Quality Review Act Project** – A determination of environmental significance has been made and submitted with this application.

TOWN OF LEWISTON
Planning & Zoning Board

GUIDELINES FOR PRELIMINARY MAJOR SUBDIVISION REVIEW

Definition: Any subdivision not classified as Minor Subdivision, including but not limited to subdivisions of five (5) or more lots, or any size subdivision requiring any new street or extension of municipal facilities.

Instructions: Be sure to complete each item of the following guidelines, carefully and thoroughly. **Initial in the space provided to signify compliance.** Satisfying these requirements should assure expeditious processing of your request. All of these requirements are contained in the Town laws and are listed here for your convenience.

- A. Within six (6) months after the classification of the Sketch Plan as a Major Subdivision by the Planning Board, the subdivider shall submit an application to the Planning Board for approval of a Preliminary Subdivision Plat (PB Form #4A, in 5 copies). The Plat must be professionally prepared, stamped, signed and dated. **Failure to do so shall require resubmission of the Sketch Plan to the Planning Board for reclassification.**

To be acknowledged with submittal of Plat:

1. Prior to filing of an application for the approval of a Major Subdivision Plat, the subdivider shall file an application for the approval of a Preliminary Plat of the proposed subdivision with the Planning Board.
2. The subdivider or his/her duly authorized representative shall attend the meeting of the Planning Board to discuss the Preliminary Subdivision Plat.
3. All on-site sanitation and water supply facilities shall be designed to meet the minimum specifications of the County Department of Health, and a note to this effect shall be stated on the Final Plat signed by a licensed engineer.
4. Understand that all planned and unplanned activity taking place of this property must be consistent with all health, safety and environmental laws and be compliant with government noise and traffic ordinances; thus preserving the culture and tranquility of the neighborhood.
5. The Planning Board shall study the practicability of the Preliminary Plat taking into consideration the requirements of the community and the best use of the land being subdivided. Particular attention shall be given to the arrangements, location, and width of streets, their relation to the topography of the land, water, supply, sewage disposal, drainage, lot sizes and arrangements, the future development of adjoining land as yet not subdivided, and the requirements of the Master Plan, the Official Map, the Zoning Regulations, and the Green space Master Plan.
6. In case of dead end streets, the Planning Board may require the reservation of a 20-foot wide easement to provide for continuation of pedestrian traffic and utilities to the next street.
7. Architect's calculations ensuring a minimum of 5" of topsoil will remain on the site before the Town government authorizes any removal. The Town Engineer will verify the calculations for the Town.
8. The developer shall give notice to an adjacent municipality when a hearing is scheduled relating to:
 - a. The issuance of a special use permit or granting of a use variance on property that is within 500 feet of an adjacent municipality; and/or
 - b. Site plan review and approval on property that is within 500 feet of an adjacent municipality.

NOTE: Mail or electronic transmission shall give such notice to the Clerk of the adjacent municipality at least ten (10) days prior to any such hearing. Copies of the transmission must be mailed to the Planning Board via Certified Mail Return Receipt.

9. The subdivider, on completion and acceptance of required improvements, shall furnish the Town with a maintenance bond, in the amount of 50% of the cost of such improvements, guaranteeing the maintenance of such improvements against deterioration traceable to inadequate installation of materials during the first two years following acceptance.
10. The applicant will address and send letters, Certified Mail Return Receipt Requested to the following addressees notifying them of the proposed subdivision. The letter will include the data contained in Sections 1 & 3 of this application. Copies of the letters must accompany this application process for use by the Planning Board:
Applicable School District

Plat shall show:

1. Such Preliminary Plat shall be clearly marked "Preliminary Plat" and shall be in the form described in Article V, Section 3, of the Town of Lewiston Subdivision Regulations. (Complying with all the following items should satisfy this requirement)
2. The Plat shall conform to the lay out shown on the Sketch Plan, when applicable, plus all recommendations made by the Planning Board. The Plat shall be clearly marked "Major Subdivision Plat", accompanied by the required fee and Environmental Assessment Form (SEQRA) duly prepared, as prescribed in the regulations under the State Environmental Quality Review Act (6NYCRR Part 617), as amended.
3. If topographic conditions are significant; contours shall also be indicated at intervals of not more than one (1) foot.
4. The corners of the tract, and lot corners as deemed necessary by the Planning Board, shall also be located on the ground and marked by monuments as approved by the Planning Board, and shall be referenced and shown on the Final Plat.
5. Proposed subdivision name, name of the Municipality and County in which it is located.
6. The Preliminary Plat shall be prepared at a scale of not more than 100'.
7. Proposed subdivision name, name of municipality & county in which it is located, date, true North point, scale, name & address of record owner, subdivider and engineer or surveyor, including license number and seal.
8. The names of all subdivisions immediately adjacent and name of the owners of record of all adjacent property, if applicable.
9. Zoning district, including exact boundary lines of district.
10. Parcels of land proposed to be dedicated to public use and the conditions of such dedication.
11. Locations of existing:
 - ___ property lines
 - ___ all survey monuments
 - ___ easements
 - ___ buildings
 - ___ water courses, marshes, to include wetland & floodplain boundaries
 - ___ rock outcrops
 - ___ wooded areas
 - ___ other significant existing features for the proposed subdivision and adjacent property
12. Location of existing sewers, water mains, culvers and drains on the property, with pipe sizes and direction of flow.

13. Existing and final contours with intervals of 1' or less as required by the Planning Board, including elevations on existing roads. _____
14. The width and location of any streets or public ways or places shown on the Official Map or the Master Plan within the area to be subdivided and the width, location, grades and street profiles of all streets or public ways proposed by the developer. _____
15. The approximate location and size of all proposed: _____
 - _____ water lines _____
 - _____ valve _____
 - _____ hydrants _____
 - _____ sewer lines _____
 - _____ fire alarm boxes _____
 - _____ connection to existing lines or alternate means of water supply or sewage, disposal and treatment as provided in the Public Health Law. _____
 - _____ profiles all proposed water and sewer lines. _____
16. Storm drainage plan indicating the approximate location and size of proposed: _____
 - _____ lines and their profiles _____
 - _____ connection to existing lines or alternate means of disposal _____
 - _____ drainage plans will be reviewed by the Town Engineer and the Town Drainage Committee; the developer must maintain drainage on and around the subdivision property throughout construction. _____
 - _____ compliance with this provision will be a condition of the Town Board's approval of the PIP Application. _____
17. Preliminary plans and cross-sections showing the location and type of: _____
 - _____ street lighting standards _____
 - _____ streets trees _____
 - _____ curbs _____
 - _____ water mains _____
 - _____ sanitary and storm drains, and the size and type thereof _____
 - _____ the character, width and depth of pavements and sub-base _____
18. Preliminary designs for any bridges or culverts, which may be required. _____
19. The proposed lot lines with approximate dimensions and area of each lot. _____
20. Where the topography is such as to make difficult the inclusion of any of the required facilities within the public areas as laid out, the preliminary plat shall show the boundaries of proposed permanent easements over or under private property, which permanent easements shall not be less than 15' in width and which shall provide satisfactory access to an existing public highway or other public highway of public open space shown on the subdivision plat or the official map. _____
21. If the application covers only a part of the subdivider's entire holding, a map of the entire tract, drawn at a scale of not less than 400' to the inch showing an outline of the platted area with its proposed streets and indication of the probable future street system with its grade, and drainage in the remaining portion of the tract and the probable future drainage layout of the entire tract, shall be submitted. The part of the subdivider's entire holding submitted shall be considered in the light of the entire holdings. _____
22. Routes and alternate routes entering or existing the subdivision construction must be maintained in a reasonable clean and dust free condition during construction. _____
23. Detention areas must be clearly delineated on plat maps. Detention areas cannot be culverted. A schematic drainage plan must be developed for the entire subdivision property showing ditches, culverts, detention ponds, drainage easements, etc. Any drainage ditch or detention pond, which cannot be culverted, must be denoted as such on the property deed. _____
24. To avoid land locking developable areas, the contiguous development (both existing and planned) of frontages along major streets shall not exceed a distance of 2,000' before a street right-of-way is provided for access to any developable land behind such frontages. _____
25. Proposed street names. _____

- 26. Dead-end streets, in general should not exceed 500' in length, and shall terminate in a circular turn around having a minimum pavement radius of 70'. At the end of temporary dead-end streets, a temporary turn-around shall be provided in accordance with the Town Standard Specifications. _____
- 27. Center islands in cul-de-sacs must be paved as roadways unless homeowners surrounding the islands maintain ownership of the islands by an extension of property lines. The Town will not maintain landscaping/grass on islands. _____
- 28. Block generally shall not be less than 400' nor more than 1,200' in length. In general, no block width shall be less than twice the normal lot depth. _____
- 29. Fire Advisory Board Requests: _____
 - Show fire hydrant locations _____
 - Show fire department connections _____
- 30. In blocks exceeding 800' in length, the Planning Board may require the reservation of a 20' wide easement through the block to provide for the crossing of underground utilities and pedestrian traffic where needed or desirable and may further specify, at its discretion, that a 4' wide paved foot path be included. _____
- 31. No street should change direction by more than 90 degrees with a change in street name. _____

Additional comments and/or recommendations:

When completed, reproduce a copy of these guidelines for your official files. The Planning Board for their files will retain the original.

These guidelines are complete only when accompanied by a completed and signed application for site development plan review.

NOTE: This form is a guideline, check Chapter 22A for detailed description.

By initialing the requirements listed above, I acknowledge, understand and intend to comply. I also understand that failure to complete all the listed items may result in the delay or rejections of the plat review.

Signature of Owner or Authorized Representative & Title

Date