



# TOWN OF CHESTER PLANNING BOARD

## MAJOR SUBDIVISION APPLICATION AND INSTRUCTIONS

(Major Subdivision is defined as the division of a single parcel into at least two (2) or more lots, parcels or sites, whether adjoining or not, for the purpose of sale, lease license, or any form of separate occupancy in such a way that it does not require the construction of a new street or public utility or the expansion or extension of an existing street or public utility for the parcels to be developed or which involves the creation of more than four (4) lots, or in such a way that a waterfront lot is created to serve as a waterfront access lot to one or more other lots.

Fill out and return this application along with all the requested information to the Town of Chester Zoning Office. Deadline for filing is ten (10) days prior to any regularly scheduled meeting. Meetings are held on the third Monday of each month at 7:00 PM, unless the third Monday falls on a holiday. **Applicants or their agents must be in attendance in order for their project to be reviewed.**

Please attach the following information with your application:

1. Three (3) copies of the survey map.
2. One (1) copy of your deed as proof of ownership.
3. If application is being represented by someone other than the owner of record, the **Authority to Act as Agent for Property Owner** form must be completed and attached to this application.
4. Complete **Part One (1)** only of the full Environmental Assessment Form.
5. Include any perk test results.
6. Include any applications and/or subsequent approvals (permits) from required Agencies such as Adirondack Park Agency, New York State Department of Health, New York State Department of Environmental Conservation, and FEMA (in the event that your project is located in a Flood Zone).

**FILL OUT AND RETURN ATTACHED APPLICATION WITH ALL APPROPRIATE MATERIALS AND DOCUMENTATION TO THE ZONING OFFICE. NO INCOMPLETE APPLICATION WILL BE ACCEPTED FOR REVIEW AND FINAL PLAT SHALL CONFORM TO THE LAYOUT OF THE SKETCH PLAN AND REFLECT ANY AND ALL RECOMMENDATIONS MADE BY THE PLANNING BOARD.**

# PRELIMINARY PLAT AND ACCOMPANYING DATA<sup>1</sup>

- A. Following pre-application, any Preliminary Plat shall include:
1. The Preliminary Plat, clearly marked "Preliminary Plat," at a scale of not more than one hundred (100) but not less than fifty (50) feet to the inch, which shall show:
    - (a) Proposed subdivision name or identifying title, name of Town and county in which it is located, and the names of all adjoining property owners.
    - (b) North point, map, scale, and name and address of subdivider, owner(s) of record, and engineer or surveyor, including license number and seal.
    - (c) The boundary lines of the tract as determined by actual field survey, giving complete descriptive data by bearings and distances, made and certified to by a licensed land surveyor and bearing the date of the completion of the survey. The corners of the tract shall also be located on the ground and marked by substantial monuments of such size and type as approved by the Planning Board, and shall be shown on the Plat.
    - (d) Topographic contours, at intervals of five (5) feet, including elevations on existing roads and approximate grading plan if natural contours are to be changed by more than two (2) feet.
    - (e) Location of existing structure, easements, permanent and intermittent watercourses, wetlands, rock outcrops, wooded areas, and other significant existing features for the proposed subdivision and adjacent property.
    - (f) Location of existing sewers, water mains, culverts and drains on the property, with pipe sizes, grades, and direction of flow.
    - (g) The width and location of any streets or roads within the area to be subdivided, shown on the Official map, if such exists, and the width, location, and grades of all streets or roads proposed by the subdivider.
    - (h) The proposed lot lines with approximate dimensions and area of each lot.

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<sup>1</sup> Subdivision Regulations - Article V, Section 5.03: Major Subdivision Preliminary Plat and Accompanying Data.

- (i) The approximate location and size of all proposed water lines, valves, hydrants and sewer lines, fire alarm boxes, and connections to existing lines. Alternate means of water supply or sewage disposal and treatment shall be indicated.
- (j) Storm drainage plan indicating the approximate location and size of proposed lines or ditches and their profiles, connections to existing lines or ditches, and any alternate means of drainage.
- (k) Preliminary design of any proposed bridges and culverts.
- (l) Typical lot layout(s) with building and on-site sewage disposal system sites.
- (m) Typical clearing and grading cross section for construction of roads and installation of utilities (*Referenced in Appendix D of the Town of Chester Subdivision Regulations*).
- (n) Proposed park, playground, recreational or open space areas, including any parcels of land proposed to be dedicated to public use.

When more than one sheet is required, an additional index sheet of the same size shall be submitted showing to scale the entire subdivision with lot and block numbers clearly legible.

- 2. 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 four-hundred (400) feet to the inch showing all existing streets, an outline of the platted area with its proposed streets, and an indication of the probable future street and drainage systems (if any) in the remaining portion of the property with its grades and drainage.
  - 3. Design of all proposed on-site sanitation and water supply facilities, meeting the minimum specifications of the State Department of Health and the Town Sanitary Sewage Disposal Ordinance.
  - 4. A copy of such proposed covenants or deed restrictions as may be intended to apply to the property in whole or in part.
- B. If the Proposed Subdivision is a Regional Subdivision, the subdivider may also be required to submit an analysis with supporting data of the ability of the public to provide supporting services and facilities which can reasonably be anticipated to be required following the approval of the project, an analysis with supporting data of any benefits that might derive from the project, any plans the applicant may have for future development related to the project and information describing the applicant, evidence of his or its financial capacity to complete the project as planned, and the names of any professional advisors or consultants engaged in respect to the project.

## MAJOR SUBDIVISION: STEP 3 (FINAL PLAT APPROVAL)<sup>2</sup>

### **An application for Major Subdivision Plat approval shall include:**

- A. The Plat to be filed with the County Clerk at a scale of not more than one-hundred (100) but not less than fifty (50) feet to the inch, which shall show:
1. Proposed subdivision name or identifying title, name of Town and county in which it is located, and the names of all adjoining property owners.
  2. North point, map scale, and name and address of subdivider, owner(s) of record, and engineer or surveyor, including license number and seal.
  3. The location of all boundary lines, proposed street lines and lot lines, as determined by actual field survey, including the length and bearings of straight lines and length and radii of all curves. All dimensions shall be shown in feet and decimals thereof. Such survey shall be made and certified to by a licensed land surveyor and the Plat shall bear the date of the completion of the survey. Referenced on the Plat shall be:
    - (a) Monuments of a type approved by the Planning Board set at all corners and angle points of the boundaries of the original tract to be subdivided, all street intersections, angles in street lines, points of curve and such other points as may be required by the Planning Board; and,
    - (b) Permanently lodged lot corner markers of at least three-quarter ( $\frac{3}{4}$ ) inch diameter and twenty-four (24) inch length, located in the ground to existing grade.
  4. Topographic contours, at intervals of five (5) feet or less as required by the Board, including elevations on existing roads and final grading plan if natural contours are to be changed by more than two (2) feet.
  5. Location of existing structures, easements, permanent and intermittent watercourses, wetlands, rock outcrops, wooded areas, single trees with diameter of twenty-four (24) inches or more as measured at breast height, and other significant existing features for the proposed subdivision and adjacent property.
  6. Location of existing sewers, water mains, culverts, and drains on the property, with pipe sizes, grades, and direction of flow.
  7. The location and size of all proposed water lines, valves, hydrants, and sewer lines, and fire alarm boxes, and connections to existing lines.

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<sup>2</sup> Subdivision Regulations - Article V, Section 5.04: Major Subdivision Plat and Accompanying Data.

8. Storm drainage plan indicating the location and size of proposed lines or ditches and their profiles, and connections to existing lines or ditches.
9. Final design of any proposed bridges or culverts.
10. All parks, playgrounds, recreational, or open space areas, including any parcels of land proposed to be dedicated to the Town.
11. Typical lot layout(s) with building and on-site sewage disposal sites.
12. Typical clearing and grading cross sections for construction of roads and installation of utilities (may be references to Appendix D of these regulations).

The size of the sheets shall be not less than 8 ½ by 11 inches nor more than 22 by 34 inches. When more than one sheet is required, an additional index sheet of the same size shall be filed showing to scale the entire subdivision with lot and block numbers clearly legible.

- B. Design of all proposed on-site sanitation and water supply facilities meeting the minimum specifications of the State Department of Health and the Town Sanitary Sewage Disposal Ordinance.
- C. Offers of cession and deeds for any recreational or open space areas to be dedicated to the Town, and for such areas title to which is to be retained by the subdivider, copies of agreements or other documents showing the manner in which such areas are to be maintained and the provisions made therefore. Such offers, deeds, agreements, or other documents shall be approved by counsel to the Town as to their legal sufficiency.



TOWN OF CHESTER  
PLANNING BOARD  
P.O. BOX 423  
CHESTERTOWN, NY 12817

APPLICATION #: \_\_\_\_\_  
DATE RECEIVED: \_\_\_\_\_  
CLASS A: \_\_\_\_\_  
OR  
CLASS B: \_\_\_\_\_

## APPLICATION FOR MAJOR SUBDIVISION

Property Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_  
Home Work Cell

Agent/Representative Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_  
Home Work Cell

Name of Applicant (if different than owner): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_  
Home Work Cell

Location of Property (911 Address): \_\_\_\_\_  
(Vacant lots are not assigned numbers until driveway exists).

Tax Map Parcel # (Section/Block/Lot) \_\_\_\_\_

Zone Classification (  Check one): HAMLET: \_\_\_\_\_ LOW INTENSITY: \_\_\_\_\_  
RURAL USE: \_\_\_\_\_ MOD. INTENSITY: \_\_\_\_\_  
RESOURCE MANAGEMENT: \_\_\_\_\_ INDUSTRIAL: \_\_\_\_\_

Acreage: \_\_\_\_\_

Current Use of Property (Residential, Commercial, Undeveloped, etc). List **ALL** structures currently on parcel:

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Proposed Project (Be Specific): \_\_\_\_\_

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Location of Property (Description of how to find parcel): \_\_\_\_\_

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Do you propose future development of any or all of the parcel? Yes \_\_\_\_\_  
No \_\_\_\_\_

Explain: \_\_\_\_\_

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Do wetlands exist on the property? Yes \_\_\_\_\_  
No \_\_\_\_\_  
Unknown \_\_\_\_\_

➤ If yes, what size area do they cover? \_\_\_\_\_

➤ If unknown, have you contacted the Adirondack Park Agency to visit the site and flag any wetlands?

Yes \_\_\_\_\_  
No \_\_\_\_\_

If wetlands are present, will they be retained with the original parcel? Yes \_\_\_\_\_  
No \_\_\_\_\_

Is an Adirondack Park Agency (APA) Permit required? Yes \_\_\_\_\_  
No \_\_\_\_\_  
Unknown \_\_\_\_\_

Have you applied for an APA Jurisdictional Determination or Permit? Yes \_\_\_\_\_  
No \_\_\_\_\_  
Unknown \_\_\_\_\_

If yes, please list which you have applied for: \_\_\_\_\_

**IF CHECKED YES TO THE ABOVE QUESTIONS, PLEASE ATTACH ANY AND ALL CORRESPONDENCE.**

**PLEASE ATTACH ANY ADDITIONAL DOCUMENTATION THAT IS RELEVANT TO THIS PROJECT AND LIST BELOW:**

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In addition to the application fee, the Planning Board may charge an additional fee to developers of projects requiring legal and/or technical review. The fee charged to the project developer shall reflect the actual cost of such legal and technical assistance. In addition, if the Planning Board is the lead agency, pursuant to the State Environmental Quality Review Act (SEQRA), the Planning Board may charge an additional fee to recover the costs of preparing or reviewing a draft and/or final environmental impact statement, as set forth in the SEQRA Regulations at 6 NYCRR Part 617.

*I, We, hereby authorize the Town of Chester, its employees and authorized agents access to the property for purpose of inspection.*

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Applicant's Signature

Date

## AUTHORITY TO ACT AS AGENT FOR PROPERTY OWNER

I, \_\_\_\_\_, the owner of record of the property described in this application, hereby empower \_\_\_\_\_ to act as my agent and representative in conducting presentations to the necessary board(s) and in deliberations with the board(s) pertaining to my application. As my agent, He/She is empowered to act on my behalf in full. In so doing, I, the owner/applicant, understand that I am bound by any conditions imposed on my project and agreed to by my agent or by any conditions or restrictions imposed by my agent as part of the presentation.

\_\_\_\_\_  
Signature of Agent/Representative

\_\_\_\_\_  
Signature of Owner/Applicant

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Notary: \_\_\_\_\_ Notary: \_\_\_\_\_

Local Law No. 1 of 2004 of the Town of Chester was duly passed by the Town Board on February 10, 2004, in accordance with the applicable provisions of law:

**A LOCAL LAW REQUIRING APPROVAL OF NEW DRIVEWAYS ACCESSING TOWN ROADS IN THE TOWN OF CHESTER**

Be it enacted by the Town Board of the Town of Chester, as follows:

1. **Legislative Intent:** The purpose of this Local Law is to provide for public safety by ensuring that driveways which access Town roads are situated in a location which will facilitate safe ingress and egress and constructed in a manner that will not interfere with drainage, maintenance or other use of the Town road. It is adopted pursuant to Municipal Home Rule Law S.10.
2. **Approval of Proposed Driveways:** Review and approval by either the Town of Chester Highway Superintendent or Deputy Superintendent shall be required prior to commencement of construction activities, including land clearing or grading, for any new driveway which is proposed to access a Town road. As part of this approval, the Superintendent or Deputy may require installation of a culvert, if necessary, to prevent drainage problems.
3. **Enforcement:** Any person who violates any provision of this Local Law shall be liable to a civil penalty of not more than two-hundred fifty dollars (\$250.00) for each day or part thereof during which such violation shall be continued. Alternatively, or in addition to an action to recover civil penalties as provided above, the Town Board may institute any appropriate action or proceeding to prevent, restrain, enjoin, correct or abate any violation of or to enforce any provision of this Local Law.
4. **Repealer:** All Local Laws or ordinances or parts of Local Laws or ordinances in conflict with any part of this Local Law are hereby repealed.
5. **Effective Date:** This Local Law shall take effect upon filing in the office of the New York State Secretary of State.

*TOWN OF CHESTER, LOCAL LAW 1, 2004*  
*FILED ON 04/19/2004*  
*STATE OF NEW YORK, DEPARTMENT OF STATE*

**- FOR OFFICIAL USE ONLY -**

**FINDINGS OF THE PLANNING BOARD  
CLASS B REGIONAL SUBDIVISION ONLY**

Application #: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Tax Map Parcel #: \_\_\_\_\_

The Planning Board has reviewed this subdivision application, using as a guide, the General Requirements and Design Standards of Article IV of the Town of Chester Subdivision Regulations, and the Development Considerations of Appendix C. It finds that this subdivision would not have an undue adverse impact on the natural, scenic, aesthetic, ecological, wildlife, historic, recreational, or open space resources of the Adirondack Park or upon the ability of the public to provide supporting facilities and services made necessary by the subdivision, taking into account the commercial, industrial, residential, recreational, or other benefits that might be derived from the subdivision.

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Planning Board Chairperson \_\_\_\_\_ Date \_\_\_\_\_

# Town of Chester: Planning Board Action

Application #: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_

Project: \_\_\_\_\_

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## Class B Regional Subdivision

Please be advised that upon review of your Minor Subdivision Final Plat Application, the Town of Chester Planning Board has taken the following action:

Approved: \_\_\_\_\_

Conditional Approval: \_\_\_\_\_

Disapproval: \_\_\_\_\_

Reasons/Explanations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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## Class A Regional Subdivision

The Planning Board has reviewed this subdivision application to determine if it is consistent with the ordinances and regulations of the Town of Chester Land Use Planning Program. Its advisory recommendations are as follows:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Planning Board Chairperson

Date