



Town of DeWitt

(315) 446-3910 ext. 3

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Dept. of Planning & Zoning
Samuel C. Gordon
Director

5400 Butternut Drive
East Syracuse, NY 13057

To: Subdivision Applicants
Re: Rules and Schedule for preparing an application to the Town of DeWitt Planning Board

Please review the Rules Summary and Review Process before completing the Subdivision Application.

You should also review the Town Subdivision Regulations (Chapter 164 of the Town Code) which are the controlling rules. These contain vital information that you will need in preparing a complete application.

A. Procedure: Meetings and Submission Days

1. First read the instructions and review the Application. **Prepare a draft** application. **DO NOT MAKE COPIES YET.**
2. Next **schedule an appointment** with the Planning & Zoning staff to review your draft. Corrections can be made at this time. After staff approval, then continue with a final application and submittal (proceed to make copies & CD). Fees will be advised at this point.
3. **Applications and all COLLATED supporting materials** must be submitted and deemed complete on or before 3:00 PM of the Monday ten (10) days prior to the meeting in order to be considered on the Agenda for the next Planning Board meeting. Meetings are at **7:00 PM** at the Town Hall, 5400 Butternut Drive on the **SECOND** and **FOURTH THURSDAY** of each month as modified for Holidays.

At the first Planning Board meeting, an application will be reviewed and a decision be made to schedule a public hearing. If a hearing is scheduled, then the Town will prepare a legal notice letter to neighboring property owners regarding the time, day and purpose of the hearing.

You will be notified **via email** when the matter is scheduled to be heard before the Planning Board. Please be advised that the **owner or his/her authorized agent(s) must attend the meeting.**

B. Questions

Your application will be promptly reviewed by the Department of Planning & Zoning and referred to the Town Clerk, Town Engineer, Planning Board and Attorney Offices. You may call the following numbers if you have any questions about your application.

Hearing Schedule	Town Clerk	(315) 446-3910 ext 2
Technical Questions	Planning & Zoning Office	(315) 446-3910 ext 3

C. Application Materials to be submitted:

1. Submit seven (7) copies **each** of the following:
 - Full sized originally stamped, current/updated **survey**.
 - Sketch plan or preliminary **subdivision plan**.
 - **Application** to the Planning Board – **one application must have an original signature**.
 - State Environmental Quality Review (**SEQR**) short form. Complete PART 1 only – **one SEQR form must have an original signature**.
 - **One (1) CD** in PDF format of all of the above documents. Any paper submission should be included on the CD. Please do **not** include the instructions as part of the application submission.
2. Fees: \$250.00 plus \$30.00 per proposed lot payable to “Town of DeWitt”. Submit a **separate** check payable to “Town of DeWitt” for Technical Review fees, i.e. engineering, legal, etc. This will be held in escrow by the Town for professional service payments related to the review of your application. Check with the Planning & Zoning Office for the amount.
3. Documents must be **folded** to no larger than 11” x 14”; collated in 7 sets; individually secured. Rolled or unfolded plans will not be accepted. **ANY PLANS NOT FOLDED AND/OR COLLATED WILL BE CHARGED A FEE OF \$25.**
4. All property owners involved in subdivision must sign application. **One application must have original signatures.**

Thank you.

www.townofdewitt.com

SUBDIVISION APPLICATION
TOWN OF DEWITT
PLANNING BOARD

S. FEE: _____ RCPT: _____
T.R. FEE: _____ RCPT: _____
EXISTING LOTS: _____
NO. OF PROPOSED LOTS: _____

DATE FILED: _____
TO SOCPA: _____
CHECKED BY: _____

INFORMATION:

Name of Applicant (Principal Contact): _____

Title _____ Phone #: _____ E-mail: _____

Applicant Address: _____

City/ST/Zip _____

Property Location: _____

City/ST/Zip _____

Tax Map #s involved: _____ Zoning: _____ Total Area: _____

Property Owner's Name: _____ Phone #: _____

Additional:

Property Location: _____

City/ST/Zip _____

(2) Tax Map Number(s): _____ Zoning: _____ Total Area: _____

(2) Property Owner's Name: _____ Phone #: _____

Attorney (if applicable): _____

Phone #: _____ E-mail: _____

Engineer/ Surveyor: _____

Phone #: _____ E-mail: _____

Existing Land Use: _____

Is property in a FEMA floodplain or floodway? Yes ___ No___ Or is property in Federal or State Wetland? Yes ___ No___

SUMMARY:

Briefly describe the Proposal. Include the number of lots; intended use(s); development schedule; utility provisions; and land alteration intended.

SUBMISSION REQUIREMENTS:

Check “Yes” or “No” to indicate information included with this application. Insert “N/A” if information requested is not applicable.

1. Yes ___ No___ Current Survey of the property signed by a New York State licensed surveyor including:
legal restrictions and conditions; physical improvements both above and below ground; trees of 6 in. or greater caliper; wetlands and flood plains; topography at 0.5 ft. contour extending off-property; adjacent owners and zoning; easement, street lines and property lines; and appropriate titles and references. (Refer to Chapter 164 of the Town Code.)

2. Subdivision Plans of entire holding:
 - a. Yes ___ No___ Subdivision plat showing proposed lots, streets, easements, land/water features, proposed addresses and street names, etc.
 - b. Yes ___ No___ Road profiles, typical construction details and cross sections
 - c. Yes ___ No___ Utility plans, including drainage, sanitary, water, power, and communications
 - d. Yes ___ No___ Grading plans and erosion control measures
 - e. Yes ___ No___ Miscellaneous details i.e.: lighting, sidewalks, signage, traffic control, staging, street trees, monumentation, etc.
 - f. Yes ___ No___ Deed description, proposed dedication and existing & proposed easements

3. State Environmental Quality Review: Short _____ Long _____ DEIS _____

4. Authorizations: (1)Owner: _____ Date: _____
(1)Subdivider: _____ Date: _____

(2)Owner: _____ Date: _____
(2)Subdivider: _____ Date: _____

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Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone:		
		E-Mail:		
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO	YES
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO	YES
3.a. Total acreage of the site of the proposed action? _____ acres				
b. Total acreage to be physically disturbed? _____ acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____				
<input type="checkbox"/> Parkland				

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
b. Consistent with the adopted comprehensive plan?			
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____ _____	NO	YES	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation service(s) available at or near the site of the proposed action?			
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?			
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO	YES	
10. Will the proposed action connect to an existing public/private water supply? [If Yes, does the existing system have capacity to provide service? <input type="checkbox"/> NO <input type="checkbox"/> YES] If No, describe method for providing potable water: _____ _____	NO	YES	
11. Will the proposed action connect to existing wastewater utilities? [If Yes, does the existing system have capacity to provide service? <input type="checkbox"/> NO <input type="checkbox"/> YES] If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places? b. Is the proposed action located in an archeological sensitive area?	NO	YES	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO	YES	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES	
16. Is the project site located in the 100 year flood plain?	NO	YES	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES _____ _____	NO	YES	

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	NO	YES
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____ _____	NO	YES
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____ _____	NO	YES
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)