

**TOWN OF NEVERSINK
PLANNING BOARD
P.O. Box 307 - 273 Main Street
Grahamsville, NY 12740
(845) 985-2262**

CONTENTS OF APPLICATION PACKET

SUBDIVISION

1. INSTRUCTIONS FOR INITIAL SUBMISSION OF INFORMATION FOR A MAJOR OR **MINOR** SUBDIVISION.
2. TWO (2) APPLICATION FORMS.
3. SHORT ENVIRONMENTAL ASSET FORM (LONG FORM FOR MAJOR)
4. OWNER'S AUTHORIZATION (INDIVIDUAL OR CORPORATE)
5. APPLICATION FOR VARIATION AND WAIVER OF REQUIREMENTS
6. AGRICULTURAL DATA STATEMENT
7. PLAT CHECKLIST
8. FEE COMPUTATION SCHEDULE
9. COUNTY CLERK FILING REQUIREMENTS

NOTICE TO ALL APPLICANTS

ALL SUBDIVISIONS ARE SUBJECT TO ALL REQUIREMENTS AS SET FORTH IN CHAPTER 41, ENTITLED "SUBDIVISION OF LAND" AND CHAPTER 50, ENTITLED "ZONING CODE OF THE TOWN OF NEVERSINK"

CONSULT WITH THE NEW YORK CITY DEPARTMENT OF ENVIRONMENTAL PROTECTION WITH RESPECT TO BUILDING IN THE WATERSHED AREA.

**INSTRUCTIONS FOR INITIAL SUBMISSION OF INFORMATION
FOR MAJOR AND MINOR SUBDIVISION**

ALL APPLICATIONS SUBJECT TO SUBDIVISION REGULATIONS

At least ten (10) days prior to the meeting at which initial review is desired, the subdivider or his agent shall submit:

1. Two copies of a completed Application Form.
2. Agricultural Data Statement
3. A sketch Plan (or Plat if prepared)
4. Copy of the latest deed of the subject premises.
5. If the parcel to be subdivided is subject to a Conservation Easement; then a copy of that Easement should be submitted along with the application.
6. Completed S.E.Q.R. Form
7. Names and addresses of all property owners within 500 feet including those across the road.
8. Application fee.

NOTE: TO BE PLACED ON THE AGENDA, ALL REQUIRED INFORMATION MUST BE SUBMITTED TO THE PLANNING BOARD CLERK NO LATER THAN 4:00 PM ON THE 10TH DAY PRIOR TO THE MEETING AT WHICH REVIEW IS DESIRED.

APPLICATION FOR REVIEW AND APPROVAL OF SUBDIVISION

To be placed on the Planning Board Agenda, this form must be submitted at least ten (10) days prior to the meeting at which review is being requested.

TITLE (NAME) OF SUBDIVISION

1. OWNER OF RECORD:

Name _____
Address _____
Telephone No. _____

2. AGENT FOR OWNER: (Notarized authorization from owner required)

Name _____
Address _____
Telephone No. _____

3. SURVEYOR:

Name _____
Address _____
Telephone No. _____

4. ENGINEER: (If any)

Name _____
Address _____
Telephone No. _____

5. LOCATION OF SUBDIVISION:

Zoning District _____
Street or Road _____
Tax Map No.: Section _____ Block _____ Lot _____

6. HAS THIS PROPERTY BEEN PREVIOUSLY SUBIDIVIDED? _____ YES _____ NO

7. If so, when? _____

8. Is parcel now proposed to be subdivided part of a subdivision created since 1989?
_____ YES _____ NO

9. Name and date of approved subdivision _____

10. TRACT AND LOT INFORMATION:

a. Total acreage of parcel to be subdivided _____

2. Total number of lots in subdivision (include original lot) _____

3. Number of lots **over** five (5) acres _____
Total acreage of lots over (5) acres _____

4. Number of lots **under** five (5) acres _____
Total acreage of lots under five (5) acres _____

e. Other property **currently** owned by subdivider that is adjoining subdivision under review: Size _____ Tax Map No. _____

6. Other property **previously** owned by subdivider that is adjoining subdivision under review: Size _____ Tax Map No. _____

11. Type of Water Supply: Existing _____ Proposed _____

12. Type and Size of Sewer System: Existing _____
Proposed: _____

13. Type of Subdivision: Single Family _____ Multiple _____ Other _____
If other, state in detail type of proposed use _____

14. Roads, Rights-of-Way, or other Accesses Existing or to be constructed within bounds of the Subdivision _____

15. Is the property located within an Agricultural District containing a farm operation or on property with boundaries within 500 feet of a farm operation located within an Agricultural District: _____ YES _____ NO
(If YES, an Agricultural Data Statement be submitted)

SIGNATURE: _____
Owner/Agent (Specify)

NOTARIZATION:

Sworn to before me this _____ day
of _____ 200__

Notary Public

APPLICATION FOR REVIEW AND APPROVAL OF SUBDIVISION

To be placed on the Planning Board Agenda, this form must be submitted at least ten (10) days prior to the meeting at which review is being requested.

TITLE (NAME) OF SUBDIVISION

1. OWNER OF RECORD:

Name _____
Address _____
Telephone No. _____

2. AGENT FOR OWNER: (Notarized authorization from owner required)

Name _____
Address _____
Telephone No. _____

3. SURVEYOR:

Name _____
Address _____
Telephone No. _____

4. ENGINEER: (If any)

Name _____
Address _____
Telephone No. _____

5. LOCATION OF SUBDIVISION:

Zoning District _____
Street or Road _____
Tax Map No.: Section _____ Block _____ Lot _____

6. HAS THIS PROPERTY BEEN PREVIOUSLY SUBIDIVIDED? _____ YES _____ NO

7. If so, when? _____

8. Is parcel now proposed to be subdivided part of a subdivision created since 1989?
_____ YES _____ NO

9. Name and date of approved subdivision _____
10. **TRACT AND LOT INFORMATION:**
1. Total acreage of parcel to be subdivided _____
 2. Total number of lots in subdivision (include original lot) _____
 3. Number of lots **over** five (5) acres _____
Total acreage of lots over (5) acres _____
 4. Number of lots **under** five (5) acres _____
Total acreage of lots under five (5) acres _____
 5. Other property **currently** owned by subdivider that is adjoining subdivision under review: Size _____ Tax Map No. _____
 6. Other property **previously** owned by subdivider that is adjoining subdivision under review: Size _____ Tax Map No. _____
11. Type of Water Supply: Existing _____ Proposed _____
12. Type and Size of Sewer System: Existing _____
Proposed: _____
13. Type of Subdivision: Single Family _____ Multiple _____ Other _____
If other, state in detail type of proposed use _____

14. Roads, Rights-of-Way, or other Accesses Existing or to be constructed within bounds of the Subdivision _____

15. Is the property located within an Agricultural District containing a farm operation **or** on property with boundaries within 500 feet of a farm operation located within an Agricultural District: _____ YES _____ NO
(If YES, an Agricultural Data Statement must be submitted)

SIGNATURE: _____
Owner/Agent (Specify)

NOTARIZATION:

Sworn to before me this _____ day
of _____ 20____

Notary Public

**OWNER'S AUTHORIZATION
(Individual)**

The undersigned, owner of premises located on _____
in the Town of Neversink and shown on the Town of Neversink tax map as Section _____
Block _____ Lot _____ hereby authorize _____
to appear as my Agent in all proceedings relating to subdivision of the aforementioned parcel.

Owner's Signature

Sworn to before me this ____ day
of _____, 20 ____

Notary Public

**OWNER'S AUTHORIZATION
(Corporate)**

The undersigned, _____ of _____
_____ owner of premises located on _____
_____ in the Town of Neversink and shown of the Town of Neversink tax map as
Section _____ Block _____ Lot _____ hereby
authorize _____ to appear as my Agent in all
proceedings relating to subdivision of the aforementioned parcel.

By: _____

State of New York)
) ss
County of)

On the ____ day of _____, 20__ , before me personally came
_____ to me known, who duly sworn, did depose and say
that he/she resides at _____, that he/she is
the _____ of the corporation described in and which executed the
foregoing instrument by order of the Board of Directors of said corporation, and that he/she signed
his/her name thereto by like order.

617.20
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 <input type="checkbox"/>
			YES <input type="checkbox"/>
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 <input type="checkbox"/>
			YES <input type="checkbox"/>
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
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
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	
	<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation service(s) available at or near the site of the proposed action?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
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	
	<input type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Is the proposed action located in an archeological sensitive area?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
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?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
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	
	<input type="checkbox"/>	<input type="checkbox"/>	
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	
	<input type="checkbox"/>	<input type="checkbox"/>	
16. Is the project site located in the 100 year flood plain?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
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	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	

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
	<input type="checkbox"/>	<input type="checkbox"/>
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
	<input type="checkbox"/>	<input type="checkbox"/>
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
	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:		
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>

	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?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

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.

<input type="checkbox"/>	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.
<input type="checkbox"/>	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)

PRINT

APPLICATION FOR VARIATION AND WAIVER OF REQUIREMENTS

Chapter 41

Subdivision of Lands

Request for variation and waiver is hereby made from the following provisions of Chapter 14 of the Code of the Town of Neversink: "Subdivision of Lands":

Section : _____

Description of request:

Reasons for variation or waiver:

Date: _____

Owner/Agent

**TOWN OF NEVERSINK PLANNING BOARD
Plat Checklist for Minor Subdivision**

At least (10) days prior to the meeting at which review is desired, the subdivider, or his authorized agent, shall submit nine (9) copies of the Plat (Preliminary or Final) meeting the following requirements:

- _____ 1. Map size (at least 8 1/2" x 11" and not more than 24" x 36").
- _____ 2. Names of all abutting property owners including those across the road.
- _____ 3. Location of any designated wetlands or flood hazard areas.
- _____ 4. Size of any remaining acreage in the tract from which lots are taken.
- _____ 5. Topography to no less than 20' contours.
- _____ 6. Existing public roads identified by name or route numbers and private roads by their posted names.
- _____ 7. Proposed lot or parcel lines drawn to scale and dimensions given in feet or hundredths of a foot.
- _____ 8. Certification by a Licensed Surveyor.
- _____ 9. Location and results of percolation and deep hole test pits for each lot.
- _____ 10. Area for signature and seal of Planning Board Chairman to be located 2 inch from edge of plat.
- _____ 11. Note on map stating "Subject to New York State Department of Health and New York City Department of Environmental Protection septic requirements".
- _____ 12. Location of existing wells, septic systems and buildings, and any easements.

OTHER INFORMATION:

Parcel Identification	Section, Block, Lot, Deed, Liber & Page, Township, County & State, Name of Owner.
Surveyor Information	Name & Address, License Number, Date of Survey
Scale and North Arrow	

TOWN OF NEVERSINK PLANNING BOARD

Minor Subdivision Fee Computation Schedule

Name of Applicant/Subdivider _____

Location (Sect/Block/Lot #) _____

APPLICATION FEE: Payable upon initial application

Plat _____ \$ 35.00

_____ lot(s) @ \$ 10.00 ea. \$ _____

TOTAL \$ _____

DATE REC'D _____ AMT REC'D \$ _____

PUBLIC HEARING FEES: Payable prior to Public Hearing

Per hearing \$25.00 \$ _____

_____ notices @ \$ _____ each \$ _____

TOTAL \$ _____

DATE REC'D _____ AMT REC'D \$ _____

OTHER FEES: Payable at Final Approval upon release of approved, endorsed maps

Fee in Lieu of Parkland Dedication (Chapter 41, '41-16)

_____ lot(s) @ \$ 100.00 per unimproved lot \$ _____

Special Fees (Town Engineer, Inspection Fees, etc.) \$ _____

TOTAL \$ _____

DATE REC'D _____ AMT REC'D \$ _____

COMMENTS:

OFFICE OF THE COUNTY CLERK
SUBDIVISION, CONDOMINIUMS & LOT IMPROVEMENT MAP
REQUIREMENTS



Before any real property is subdivided into lots for sale, a copy of a map of the subdivided property which meets the following requirements, must be filed in the office of the Sullivan County Clerk.

- _____ 1. All maps presented for filing must be printed or drawn with pen and India ink upon transparent tracing cloth or polyester film or be photographic copies on transparent tracing cloth or polyester film also known as mylars. Please note - maps on paper will only be accepted as copies for transmittal to Real Property Tax Services or to Town or Village Clerk. Only original mylars will be accepted for recording purposes in the Clerk's office.
- _____ 2. **MUST** be in **TRIPLICATE**, to be distributed by the County Clerk as follows:
Original Mylar filed in County Clerk plat cabinets.
One paper copy forwarded to County Real Property Tax Services for filing.
One paper copy forwarded to the office of the Town or Village Clerk where the property is located.
(Section 334, Real Property Law, Article 9, as amended August, 1984.)
- _____ 3. **MUST** be not less than 8 ½ x 11 inches and not more than 24 x 36 inches in size.
(Section 334, Real Property Law, Article 9, as amended August 1984.)
- _____ 4. **MUST** have a certificate of licensed land survey - or filing said map attached showing the date of the completion of the survey by said land surveyor and of the making of the map by said land surveyor and the name of the subdivision.
(Section 334, Real Property Law, Article 9, as amended August, 1984.)
- _____ 5. **MUST** have Town or Village planning board final approval endorsed on the map and be signed by the duly authorized officer of the planning board.
(Section 278, Town Law; Section 7-32, Village Law.)
- _____ 6. **MUST** have New York State Department of Health approval, endorsed on the map, if the subdivision consists of five (5) or more parcels which are five (5) acres or less.
(Section 1115-1118, Public Health Law, Article II, Title II.)
- _____ 7. **MUST** be filed with County Clerk within sixty (60) days of Planning Board final approval in towns; and within ninety (90) days of Planning Board final approval in villages.
(Section 276, Town Law; Section 7-728, Village Law.)
- _____ 8. The Sullivan County Treasurer will require a certified report from a Title Insurance Company or Title Abstract Company guaranteeing that all taxes have been paid. A certificate of the tax collecting officer of any town or village wherein such property is situated is also required.
- _____ 9. A certificate from the Real Property Tax Director of Sullivan County is required.
- _____ 10. Filing fee - \$10.00 per mylar.

GEORGE L. COOKE
Sullivan County Clerk
Government Center
Monticello, NY 12701