

**TOWN OF WHEATFIELD
Planning & Zoning Board**

APPLICATION FOR PRELIMINARY MAJOR SUBDIVISION REVIEW
(August 2009)

Instructions: Carefully complete each of the following items in detail. Applications not properly completed in its entirety will be returned.

Date: _____, 200__

Section 1 - Data

Name of proposed development: _____ Location _____

Developer Name _____ Telephone _____

Mailing Address _____ Zip Code _____

Name of Contact Person _____ Telephone _____

Owner Name (If different) _____ Telephone _____

Mailing Address _____ Zip Code _____

Prepared By: Name: _____ Telephone _____

Mailing Address _____ Zip Code _____

Section 2 - Fee

Fee Paid \$ _____ Received by: Signature _____ Date _____

Section 3 - Land Use Data

Location of site (address) _____

Tax Map description: Section _____ Block _____ Lot _____

Current zoning classification _____ Anticipated construction time _____

Will development be staged? _____ Explain: _____

Detailed Description of Proposed Development _____

Proposed Use(s) of the Site _____

Total Site Area (Square feet or Acres) _____

State & Federal permits required (list type and appropriate department)

Section 4 - Land Condition Data

Current land use of site (agriculture, commercial, undeveloped, etc.) _____

Current condition of the site (buildings, brush, etc.) _____

Character of surrounding land (suburban, agriculture, wetlands, etc.) _____

Section 5 - Cost & Use of Data

Estimated cost of proposed improvement \$ _____

Anticipated increases in number of residents, shoppers, employees, etc. _____

Describe proposed use, including primary and secondary uses; ground floor area, height; and number of stories for each building. For example:

- For residential buildings include number of dwelling units by size (efficiency, one-bedroom, two bedroom, three or more bedrooms) and number of parking spaces to be
- For nonresidential buildings, include total floor area and total sales area; number of automobiles and truck parking spaces, etc.
- Other proposed structure(s) (Use separate sheet, if needed) _____

Section 6 - Important Reminders

- This application is not complete until the appropriate guidelines - Preliminary Major Subdivision Guidelines (PB Form #4A) - are completed and attached. The Guidelines detail the requirements that must be addressed to assure the plat will conform to Town standards. It is prepared for your convenience to expedite the review process.
- The developer and/or authorized representative shall attend the scheduled meeting(s) of the Planning Board to discuss street layout, recreation areas, system of drainage, sewerage, water supply, soil removal, etc.
- Plat shall be submitted in five (5) marked copies accompanied by the required fee and completed Environmental Assessment Form (SEQRA).
- The fee, application and required support data are due into the Building Department at least five (5) business days prior to the regular Planning Board meeting. Please, there can be no exceptions.
- Proof of ownership of property must be submitted with the application. If this requirement is not adhered to, the application will be deemed incomplete.
- Plans must conform to all requirements of the Town's Public Improvement Permit (PIP) and to Town standards details.

Section 7 - Fire Safety

Construction documents for proposed fire apparatus access, location of fire lanes and construction documents and hydraulic calculations for fire hydrant systems shall be submitted to the Code Enforcement official for review and approval subsequent to the Planning Board review and prior to submission of the Final Site/Subdivision Plan. (RE: Sec 501, Chapter 5, Fire Service Features, Fire Code of New York State).

Section 8 - Action Requiring Niagara County Planning Board Approval

- Zoning ordinance amendments or local laws having a town-wide affect.
- Proposed new developments or subdivisions coming within 100 feet of a designated creek or stream.
- Proposed new development or subdivision that impact on New York or federally designated wetlands.
- Proposed new development or subdivision coming with a flood plain.
- Proposed new development or subdivision coming with agriculture district.
- Developments/operations involving strip mining.
- Development within 500 feet of a federal, state or county road.
- Development within 500 feet of any municipal or park boundary.

Section 9 - Assistance

- Site Plan guidance and assistance are available by contacting the Building Department office, lower level, Town Hall, 2800 Church Road, North Tonawanda, NY, 14120, Monday through Friday during the hours of 8:30 a.m. to 4:00 p.m. Telephone: 694-1026.

Section 10 - Other Comments/Requirements:

- Additional copies of this form may be downloaded by dialing up www.wheatfield.ny.us and linking on "Forms."
- When this form is completed, reproduce a copy for your files. The Planning Board will retain the original.
- **This application is complete only when accompanied by the required guidelines and support data.**

Section 11 - Attachments:

- Site Plan Guidelines - Preliminary Major Subdivision (PB Form #4A)

Section 12 - Petitioner Certification:

To the best of my knowledge, the above information is true and accurate.

Section 13 - Signature:

Signature of Developer or Authorized Representative

Date

**TOWN OF WHEATFIELD
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.*

- B. The Application, these guidelines and the appropriate fees are due into the Building Department at least five (5) business days prior to the regular meeting date of the Planning Board. The Planning Board meets every 1st and 3rd Wednesday of the month except in the months of July and August when only one (1) meeting per month is scheduled. Failure to comply shall require rescheduling at the convenience of the Planning Board.

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 on 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 Greenspace Master Plan. _____

- 6. When approaching the Highway Department to obtain a culvert permit for culverting an existing drainage way, the Town Engineer and subdivision plans must be consulted to check on restrictions for culverting and to determine the proper culvert size. _____

- 7. 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. _____

To be submitted with Plat:

1. Five (5) copies of the Preliminary Plat shall be presented to the Planning Board at the time of submission to the Building Department. _____
2. A copy of such covenant or deed restrictions as are intended to cover all or part of the tract. _____
3. 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. _____
4. 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. _____
5. 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.

6. The subdivider, on completion and acceptance of required improvements, shall furnish the Town with a maintenance bond, in the amount of 25% 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. _____
7. 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 Fire District _____
 - 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 Wheatfield 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 feet but preferably not less than 50 feet to the inch. _____
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 _____
 - rock outcrops _____
 - wooded areas _____
 - other significant existing features for the proposed subdivision and adjacent property _____
12. Location of existing sewers, water mains, culverts 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 P.I.P Application. _____

17. All private utilities will be installed per local codes and regulations. _____

18. Access Management Guidelines. Access Management is defined as relating to commercial driveways. Applicants must locate all driveways onto State and County roads with consideration to proper spacing and design of these driveways. Each application shall include a traffic control plan, including planned access to adjoining properties.

18A. State Roads & Highways

- Require cross access connections between adjoining properties _____
 - Tying into existing use or providing access for future cross connections. _____
- Shared driveways when cross connection is established (24' of pavement) _____
 - Shared parking where appropriate (Shared parking is approved by the Town Board). _____
- Wider entrances to accommodate traffic flow _____
- Driveways shall be lined up across from each other where possible. _____
 - Avoid offset driveways _____
- Residential property shall provide turnaround to avoid backing onto State roads. _____

18B. County Roads & Highways

- Require cross access connections between adjoining properties _____
 - Tying into existing use or providing access for future cross connections. _____
- Shared driveways when cross connection is established (24' of pavement) _____
 - Shared parking where appropriate (Shared parking is approved by the Town Board). _____
- Wider entrances to accommodate traffic flow _____
- Driveways shall be lined up across from each other where possible. _____
 - Avoid offset driveways _____
- Residential property shall provide turnaround to avoid backing onto State roads. _____

18C. Town Streets & Roads

- Commercial businesses shall design parking to avoid backing onto Town roads. _____

18D. Subdivisions

- See Subdivision Regulations _____

19. 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 _____
- location of manholes, basins and underground conduits. _____

20. Preliminary designs for any bridges or culverts, which may be required. _____

21. The proposed lot lines with approximate dimensions and area of each lot. _____

22. 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. _____

23. 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. _____
24. Routes and alternate routes entering or existing the subdivision construction must be maintained in a reasonable clean and dust free condition during construction. _____
25. 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. _____
26. 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 feet before a street right-of-way is provided for access to any developable land behind such frontages. _____
27. Proposed street names. _____
28. Dead-end streets, in general should not exceed 500 feet in length, and shall terminate in a circular turn around having a minimum pavement radius of 70 feet. At the end of temporary dead-end streets, a temporary turn-around shall be provided in accordance with the Town Standard Specifications. _____
29. 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. _____
30. Block generally shall not be less than 400 feet nor more than 1,200 feet in length. In general, no block width shall be less than twice the normal lot depth. _____
31. Fire Advisory Board Requests:
- Show Fire Hydrant Locations _____
 - Show Fire Department Connections _____
 - A copy of the Site Plan must be sent to the Board; sent to the Town Clerk's Office. _____
32. A copy of the Site Plan must be sent to the applicable Fire Department. Proof of receipt of the Site Plan by the Fire Department will be sent to the Planning Board. _____
33. Other elements integral to the proposed development as considered necessary by the Planning Board. _____
34. There are governmental rules concerning water & sewer responsibilities; developers to coordinate with the Town's Water/Sewer Department for all Site Plans/Subdivisions. _____
35. The Town Board has requested for all new commercial and industrial developers:
- a. Inquiry: How many jobs will be created through this project immediately? _____
 - b. Inquiry: How many jobs will be created within the next year? _____
36. In blocks exceeding 800 feet in length, the Planning Board may require the reservation of a 20 foot 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 foot wide paved foot path be included. _____
37. 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.**

Comments:

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

TOWN OF WHEATFIELD
Planning & Zoning Board

GUIDELINES FOR FINAL MAJOR SUBDIVISION REVIEW

Instructions: Be sure to complete each item of the following guidelines, carefully and thoroughly. **Initial in the space provided to signify compliance.** *Failing applications are returned without action until completed in its entirety.*

Document Submission:

Final Plat submission requires the attachment of the **Guidelines for Major Subdivision Plan Review (PB Form #4A)** requirements, as appropriate, completed and signed in its entirety.

"Musts" for the Final Plat:

- a. The size of the sheets shall be 24" by 36". _____
- b. The plat shall be drawn at a scale of no more than 100' to the inch and oriented with the North point at the top of the map. _____
- c. When more than one sheet is required, an additional index sheet of the same size shall accompany showing, to scale, the entire site plan. _____
- d. Certification by the County Health Department. _____
- e. The construction drawings shall also include elevation contours for surrounding properties for a distance satisfactory to the Town Engineer with intervals of 1' or less. _____
- f. Final construction plans that are developed using a digital format, must be submitted to the Town, in CD format containing the design files in Auto CAD format. _____

The Plat shall Show:

- 1. Proposed subdivision name or identifying title and the name of the Municipality and County in which the subdivision is located, the name and address of record owner and subdivider, name, license number and seal of the licensed surveyor. _____
- 2. Easements and areas to be dedicated to public use:
 - street lines _____
 - pedestrian ways _____
 - lots _____
 - reservations _____
- 3. Sufficient data acceptable to the Planning Board to determine readily the location, bearing and length of every street line, lot line, boundary line, and to reproduce such lines upon the ground. Where applicable, these should be referenced to monuments included in the State System of Plane Coordinates, and in any event, should be tied to reference points previously established by a public authority. _____
- 4. The length and bearing of all straight lines, radii, length of curves and central angles of all curves, tangent bearings shall be given for each street. All dimensions and angles of the lines of each lot shall also be given. All dimensions shall be shown in feet and decimals of a foot. The Plat shall show the boundaries of the property, location, graphic scale and true North point. _____
- 5. The Plat shall also show, by proper designation thereon, all public open spaces for which deeds are included and those spaces, title to which is reserved by the developer. _____

For any of the latter, there shall be submitted with the Subdivision Plat, copies of agreements or other documents showing the manner in which such areas are to be maintained and the provisions made thereof.

6. Lots and blocks within a subdivision shall be numbered and lettered in alphabetical order in accordance with the prevailing Town practice. _____
7. All offers of cession and covenants governing the maintenance of unceded open space shall bear the certificate of approval of the Town Attorney as to their legal sufficiency. _____
8. Permanent reference monuments and benchmarks shall be shown, and shall be constructed in accordance with specification of the Planning Board. When referenced to the State System of Plane coordinates, they shall also conform to the requirements of the State Department of Transportation. They shall be placed as required by the Planning Board and their location noted and referenced upon the Plat. _____
9. All lot corner markers shall be permanently located satisfactorily to the Planning Board. _____
10. Monuments, of a type approved by the Planning Board, shall be set at all corners and angle points of the boundaries of the original tract to be subdivided; and at all street intersections, angle points in street lines, points of curve and such intermediate points as shall be required by the Planning Board. _____
11. Construction drawings including plans, profiles and typical cross-sections, as required, showing the proposed location, size and type of streets, sidewalks, street lighting standards, street trees, curbs, water mains, sanitary sewers and storm drains, pavements and sub-base manholes, catch basins and other facilities. _____

Additional Comments and/or Recommendations:

- **When completed, reproduce a copy of this document for your official files. Planning Board will retain the original for their files.**
- **The Final Plat Review is complete only when the appropriate guidelines are attached.**

Comments:

By initialing the requirements listed above, I acknowledge, understand and complied. I also understand that failure to complete all the listed items may result in the delay or rejection of the Plat review.

Signature of Owner or Authorized Representative & Title

Date