

TOWN OF HOPEWELL
2716 COUNTY ROAD 47
CANANDAIGUA, NEW YORK 144424
585-394-0036 ext. 4

SUBDIVISION/PLAT APPLICATION

DATE RECEIVED: _____

Name of Proposed Development: _____

Location of Site: _____

Applicant:

Name: _____

Address: _____

Telephone: _____

Email: _____

Plans Prepared by:

Name: _____

Address: _____

Telephone: _____

Email: _____

Owner:

Name: _____

Address: _____

Telephone: _____

Email: _____

Additional Approvals Required:

Water District: _____ County Sewer Dept. _____

Highway Dept. _____

NYSDOH: _____ NYSDEC: _____

Other: _____

Ownership Intentions OR Project Description: _____

Tax Map # _____

1. Current Zoning Classification _____
2. Building Size in Square Feet _____
3. Total Site Area (square feet or acres) _____
4. Current Land Use or Site (agricultural, commercial, undeveloped, etc.) _____
5. Character of Surrounding Lands (suburban, agriculture, wetlands, etc.) _____
6. Anticipated Construction Time _____
7. Will development be staged Yes _____ No _____
8. Does Application Require OCPB Action Yes _____ No _____

Applicant Signature

Application Fee \$ _____
Public Hearing Fee \$ _____

SUBDIVISION APPLICATION

Please consult the Code Enforcement Officer regarding which of the following documents are required to complete your particular application:

- Site Plan
- Sub-division Plan
- Sketches
- Affidavits
- Exhibits

An incomplete submittal package shall not be accepted for review or placed on the Town of Hopewell Planning Board Agenda.

Specifications listed below may be waived by the Planning Board pursuant to Article 1 Section 14 of the Town Subdivision Regulations and NYS Town Law.

ARTICLE VI – Town of Hopewell – Specifications for Plans to be Submitted

All material requiring Planning Board action shall be submitted to the clerk of the Planning Board in accordance with submittal requirement time tables of the Planning Board by laws or no later than the 1st day of the month for that respective month's meeting date. The submittal package shall include the plans, reports, sketches, and exhibits that may be required for review by the Board.

Before plans are submitted to the Planning Board for review, they shall be reviewed and stamped with a seal of a registered New York State Architect and Engineer and conform to the following lists for the various phases of plan development.

Incomplete submittals shall be cause for rejection by the Planning Board until the plans comply with the listed items.

A) Sketch Plan

- 1) Scale (no smaller than 1" = 100')
- 2) Title or name of development
- 3) North arrow, scale, and date
- 4) Owners name and address
- 5) Name of Engineer, Surveyor, or Architect responsible for preparation of plan
- 6) Zoning District and Limitations
- 7) Property boundary dimensions
- 8) Indication of general topography (contour intervals) on U.S.C. & G. S. datum
- 9) Indication of all existing natural features
- 10) Indication of all existing utilities, roads, houses, etc.
- 11) Schematic indication of proposed lots (numbered), utilities, roads, etc.
- 12) General location sketch (1" = 2,000' +/-)
- 13) Schematic method of water supply and sanitary sewage disposal
- 14) Name of adjacent owners
- 15) Area of property

B) Preliminary Plan

In addition to the requirements for a sketch plan, the following will be required:

- 1) Scale (no smaller than 1" = 50')
- 2) Property boundaries with bearings and distances
- 3) Existing and proposed topography (10' contour intervals max.)
- 4) Topographic datum U.S.C. & G.S.
- 5) All existing natural features
- 6) All existing roads, nearby and adjoining driveway cuts or access points, utilities with dimensions, sizes and inverts
- 7) Existing easements or other encumbrances on the property
- 8) Location and approximate dimensions and sizes of proposed lots (numbered), utilities, streets, etc.
- 9) Profiles of proposed streets, utilities, etc. with approximate grades.
- 10) Preliminary designs of culverts, pump stations, bridges, sewers, drainage, road sections, etc.
- 11) Proposed location, size and width of easement, parks, rights-of-way, public areas or building, and parcels of land to be dedicated or reserved for public use.
- 12) Zoning setbacks and restriction lines
- 13) SEQR – EAF, EIS, etc.
- 14) Percolation and deep test holes and locations with results (if applicable). The Town Building Inspector shall witness all perk tests and deep hole tests.
- 15) Special information on details requested by the Planning Board at sketch plan stage
- 16) The words "Preliminary Plat Subdivision"
- 17) Storm water control and mitigation plans per Department of Environmental Conservation Regulations.
- 18) Documentation by software or other acceptable engineering practice indicating any excess soil to be stockpiled temporarily on site or planned for removal.

C) Final Plan

In addition to the requirements for the preliminary plan, the following will be required:

- 1) Size of the plan and material shall be acceptable for filing in the Ontario County Clerk's Office. (Note: The Ontario County Clerk's Office requires all plats filed to be on Mylar).
- 2) Scale (no smaller than 1" = 50')
- 3) Name and seal of the registered professional engineer, architect, or surveyor responsible for the plan.
- 4) Street lines, lot lines, rights-of-way, easements, and areas dedicated or proposed to be dedicated for public use.
- 5) Sufficient data to determine readily the location, bearing and length of every street, lot and boundary line, and to reproduce such lines on the ground.
- 6) All dimensions shall be shown in feet and in hundredths of a foot.
- 7) The length of all, straight lines, radii, lengths of curves and tangent bearings for each street.

- 8) All dimensions and angles or bearings of the lines of each lot and of each area proposed to be dedicated to public use.
- 9) The proposed building setback lines for each street or the proposed placement of each building.
- 10) Names of streets within and adjacent to development
- 11) Permanent reference monuments shall be shown.
- 12) Area of each lot
- 13) Existing contours (2' maximum unless deemed unnecessary by the Town Engineer)
 - a) Proposed finished contours
 - b) Proposed finished first floor elevations
 - c) Lowest architectural opening elevations
 - d) Spot elevations of swales, etc.

NOTE: on larger projects, these shall be incorporated on a separate grading plan as determined by the Town Engineer.

- 14) Location, size, invert elevations, type and class of pipe on all sanitary and storm sewers and manholes
- 15) Location, sizes and type of pipe for all water mains, location of all valves, hydrants, and blow offs, etc.
- 16) Profiles with detailed information of all streets, storm sewers, sanitary sewers and water main crossings.
- 17) Design and plan detail of all special construction (culverts, bridges, headwalls, etc.)
- 18) Engineering calculations are required to substantiate the proposed design of utilities, drainage system, etc.
- 19) A landscaping plan with planning schedule
- 20) Details required to specify special conditions, materials, or methods of construction
- 21) Letters of communication from the jurisdictional agencies
- 22) Signature of letter of Approval of plans by Zoning Officer, Superintendents of Water and Highway
- 23) Letter of approval of all agencies having jurisdiction over any phase of the development
- 24) Seal and certification by a licensed professional engineer and/or licensed land surveyor as evidence of professional responsibility for the preparation of the record sheet.
- 25) Affidavit stating that the applicant will install all improvements shown on the final plan at his own expense
- 26) SEQR Findings
- 27) Approval of Surety by the Town Board if required

Applications will NOT BE ACCEPTED or SENT to the Ontario County Planning Board for review or placed on agendas for Town of Hopewell Planning Board and Zoning Board of Appeals unless the application has been COMPLETED IN FULL.. NO EXCEPTIONS.

Necessary Paperwork for Both Planning and Zoning Boards

- Application (either Subdivision/Site Plan or Variance)
- SEQR Form (usually SEAF – Short Form Environmental Assessment Form Part I)
- Affidavit of Sign Posting for Public Hearing
- Picture of Sign posted on location
- Engineer's Site Plan and/or Client Drawings of intended work (dimensions, setbacks, locations etc.)

Additional Paperwork for Planning Board

- 3 full-sized engineered site plans
- 9 additional engineered site plans (can be smaller-sized at CEO's discretion)
- 12 copies of all other documents

Additional Paperwork for Zoning Board of Appeals

- 8 copies of all documents