TOWN OF MARTINSBURG PLANNING BOARD

5405 Cemetery Road PO BOX 8 MARTINSBURG NY 13404

(Planning Board meetings held on the 1st Wednesday of each month at 7:00 PM)

Chairman: Michael Colwell (315)376-7402

Board: Carl Golas; Mark Pominville; William Tarasek; Paul Kelly

Secretary: Mary Kelley (315)376-2299

TO: Land Surveyors/Attorneys/Applicants/Owners

FROM: Martinsburg Planning Board

RE: Applications for Sub Divisions

Enclosed please find a copy of an application for preliminary approval of a reviewable subdivision.

Please make sure <u>ALL</u> parts of this application are completed before submittal to the Planning Board. Make sure the subdivision plat submitted shows the required documentation and that a short/long environmental assessment form is included in the packet. Also, the required number of maps (5) needs to be included with the application. (One mylar)

The entire Development Code and forms, which includes DEC requirements, road standards, etc., can be found at http://tughillcouncil.com/Martinsburg.htm

All potential sub dividers are encouraged to meet with the Planning Board prior to the submission of a formal application for a subdivision approval.

For Planning Board Use Only: Application	n Number:	Received by:	Date:	With Street or Lot
Application Fee \$	Date of Pay	ment:		

TOWN OF MARTINSBURG APPLICATION FOR PRELIMINARY APPROVAL OF A REVIEWABLE SUBDIVISION

INSTRUCTIONS TO APPLICANT:

Complete all parts of this application form. No public hearing will be scheduled until all questions have been answered or satisfactorily explained in writing. The Planning Board stands ready to help you but you must furnish the information required by law before the Planning.

Tax Map Parcel No.:	Section Block		ot	
Subdivision Name:				
Applicant:	Owner of land to b	e subdivide	d:	
Name	Name			
Address	Address			
Telephone:	Telephone:		*******************	
Surveyor:	Architect/Attorne	v:		
Name	Name			
Address	Address			
Telephone:	Telephone:	17710777777777		
Current Zoning District Classification:	Telephone.			***************************************
Zoning Law Requirements	Required	Shown	on Plan	
a. Minimum lot frontage	arod may or	SHOWI	OH PARM	
b. Minimum lot size	· · · · · · · · · · · · · · · · · · ·	#### for furnishing and resident and residen		-
c. Minimum front yard setback	Fire the first the second control of the sec	-		•
d. Minimum rear yard setback				•
e. Minimum side yard setback	A	***************************************		1
State and Federal Permits Needed:	perfect and action of the Association of the Associ	***************************************		•
Total acreage of site:	Number of building lo	te.		***************************************
Will development be staged:	and the same of th			
Does Subdivision Plat show:		YES	NO	NA
a. Subdivision name, and name of town and	county in which it is located			AVAX
b. Date, true north point, and scale (maximu	m linch =100 feet; minimum linch = 50	(feet)	1	
c. Name and address of owner of record of s	subdivided property			***************************************
d. Name and address of engineer or surveyo		***************************************		
e. Names of owners of all adjacent propertie	es			
f. All parcels of land proposed to be dedicat			-	-
g. Location of existing water courses, marsh		of		
trees and other significant features on or near	the site	,		
h. Contours 5' intervals including elev	vations of existing roads			
i. Width and location of any existing roads of	or public ways	nin an reasonal and		
j. Width, location, grades and road profiles of	of all proposed roads or public ways		-	**********
k. Location and size of all proposed waterlin	es, hydrants and sewer lines			
			-	
 Drainage plan, including profiles of lines of 	or ditches		1 (1
 Drainage plan, including profiles of lines of m. Proposed lot lines with approximate dime 				-
	ensions and areas of each lot			
m. Proposed lot lines with approximate dimen. An actual field survey of boundary lines of	ensions and areas of each lot of the tract			
 m. Proposed lot lines with approximate dime n. An actual field survey of boundary lines o o. Plans and cross-sections showing sidewal 	ensions and areas of each lot of the tract ks, road lighting, road trees, curbs, etc.			
 m. Proposed lot lines with approximate dime n. An actual field survey of boundary lines o o. Plans and cross-sections showing sidewal p. Preliminary designs for any bridges or cul 	ensions and areas of each lot of the tract ks, road lighting, road trees, curbs, etc. verts			
 m. Proposed lot lines with approximate dime n. An actual field survey of boundary lines o o. Plans and cross-sections showing sidewal 	ensions and areas of each lot of the tract ks, road lighting, road trees, curbs, etc. verts			
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 m. Proposed lot lines with approximate dimen. n. An actual field survey of boundary lines of the control of	ensions and areas of each lot of the tract ks, road lighting, road trees, curbs, etc. verts			
m. Proposed lot lines with approximate dime n. An actual field survey of boundary lines of o. Plans and cross-sections showing sidewal p. Preliminary designs for any bridges or cul q. A copy of all covenants or deed restriction r. A Short/Long Environmental Assessment Additional requirements	ensions and areas of each lot of the tract ks, road lighting, road trees, curbs, etc. everts s Form			

NOTE TO APPLICANT:

Before you submit this application for approval of a reviewable subdivision, MAKE SURE that all applicable requirements of the Town of Martinsburg Rural Development Code have been met. No public hearing will be scheduled until all required documents have been furnished in form satisfactory to the Town of Martinsburg Planning Board or a written explanation has been given to irrelevant items omitted.

The undersigned hereby requests approval by the Town of Martinsburg Planning Board of the identified application for preliminary approval of a reviewable subdivision. I hereby certify that I have completed the application to the best of my ability and have complied with all applicable regulations of the Town of Martinsburg Rural Development Code. I certify that the application information is complete and I believe all information given to be true.

Signature of Applicant:	MANUSCA CONTRACTOR OF THE STREET
Date:	
FOR PLANNING BOARD USE ONLY	
 Date of determination by the Planning Board that the Preliminary Application for a Reviewable Subdivision is complete and all required information supplied to the Planning Board 	DATE
2. Date notice of public hearing published in the official newspaper of the town or waiver per Section 135 of Subdivision Law	Ministration of the second second
3. Date notice of public hearing mailed to adjacent property owners, if applicable	
4. Date of public hearing, if applicable	Market of the second or the se
5. Date of action by Planning Board on Preliminary Application of a Reviewable Subdivision	
6. Preliminary Application for a Reviewable Subdivision has been	
Approved	
Approved with modification	
Disapproved	

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	-	Management and the second seco			
A thirt is a region and a position and a material					
Name of Action or Project:					
Project Location (describe, and attach a location map):	3747				
Brief Description of Proposed Action:		**************************************			***************************************
Name of Applicant or Sponsor:	Telep	hone:			
	E-Ma	il:			
Address:					
C'. /DO			L		
City/PO:		State:	Zıp	Code:	
1. Does the proposed action only involve the legislative adoption of a plan, l	ocal lav	l v, ordinance,	I	NO	YES
administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and	the env	ironmental resources t	hat		
may be affected in the municipality and proceed to Part 2. If no, continue to			liat	Ш	
2. Does the proposed action require a permit, approval or funding from any If Yes, list agency(s) name and permit or approval:	other go	overnmental Agency?	-	NO	YES
if ites, list agency(s) name and permit of approvar.					
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					
Urban Rural (non-agriculture) Industrial Comm					
□Forest □Agriculture □Aquatic □Other (□Parkland	(specify)):			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?			
b. Consistent with the adopted comprehensive plan?			
6. Is the proposed action consistent with the predominant character of the existing built or natural		NO	YES
landscape?			
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Ar	ea?	NO	YES
If Yes, identify:			
8. a. Will the proposed action result in a substantial increase in traffic above present levels?		NO	YES
a. With the proposed desirent results in a succession in the same area processes revenue.			
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 ac	tion?		
9. Does the proposed action meet or exceed the state energy code requirements?		NO	YES
If the proposed action will exceed requirements, describe design features and technologies:			
10. Will the proposed action connect to an existing public/private water supply?		NO	YES
If No, describe method for providing potable water:			
Tro, describe method for providing potable water.			
11. Will the proposed action connect to existing wastewater utilities?		NO	YES
If No, describe method for providing wastewater treatment:			
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic		NO	YES
Places? b. Is the proposed action located in an archeological sensitive area?			
b. is the proposed action located in an archeological sensitive area?			
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contai wetlands or other waterbodies regulated by a federal, state or local agency?	n	NO	YES
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?		H	\exists
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres:			
			100 - 100 100 100 100 100 100 100 100 10
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check a	all that o	nnlv	
☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successi		ippiy.	
☐ Wetland ☐ Urban ☐ Suburban		NO	MEG
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?		NO	YES
If Yes, a. Will storm water discharges flow to adjacent properties? NO YES			
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drain If Yes, briefly describe:	ıs)?		7 13 L
in 165, onony describe.			

	B. Does the proposed action include construction or other activities that result in the impoundment o	£	NIO	VEC
	water or other liquids (e.g. retention pond, waste lagoon, dam)?		NO	YES
If	Yes, explain purpose and size:			
_				
19	Has the site of the proposed action or an adjoining property been the location of an active or close	ed	NO	YES
If	solid waste management facility? Yes, describe:			
			Ш	Ш
20	. Has the site of the proposed action or an adjoining property been the subject of remediation (ongo	ing or	NO	YES
	completed) for hazardous waste?	Ü	110	TES
	Yes, describe:			
I A	AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE T NOWLEDGE	O THE B	EST O	F MY
Aı	oplicant/sponsor name: Date:			
	gnature:	l.		
Pa	rt 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answ	ver all of the	ne follo	wing
Pa	rt 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answerting in Part 2 value the information contained in Part 1 and 1 december 1 in the contained in Part 2 value the information contained in Part 1 and 1 december 1 in the contained in Part 2 value the information contained in Part 1 and 1 december 2 value the information contained in Part 2 value the information conta	ver all of t	ne follo	wing
oth	estions in Part 2 using the information contained in Part 1 and other materials submitted by the projuerwise available to the reviewer. When answering the questions the reviewer should be guided by	ect sponso	r or	
	The first and th	the concer	ot "Hav	e mv
res	ponses been reasonable considering the scale and context of the proposed action?"	the concep	ot "Hav	e my
res	ponses been reasonable considering the scale and context of the proposed action?"			
res	ponses been reasonable considering the scale and context of the proposed action?"	No, or small	Mod to l	lerate arge
res	ponses been reasonable considering the scale and context of the proposed action?"	No, or small impact	Mod to I	lerate arge pact
res	ponses been reasonable considering the scale and context of the proposed action?"	No, or small	Mod to I im	lerate arge
res	Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	No, or small impact may	Mod to I im	lerate arge pact
nes	will the proposed action create a material conflict with an adopted land use plan or zoning	No, or small impact may	Mod to I im	lerate arge pact
1. 2. 3.	Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	No, or small impact may	Mod to I im	lerate arge pact
1. 2.	Will the proposed action create a material conflict with an adopted land use plan or zoning regulations? Will the proposed action result in a change in the use or intensity of use of land?	No, or small impact may	Mod to I im	lerate arge pact
1. 2. 3.	Will the proposed action result in a change in the use or intensity of use of land? Will the proposed action impair the character or quality of the existing community? Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	No, or small impact may	Mod to I im	lerate arge pact
1. 2. 3.	Will the proposed action create a material conflict with an adopted land use plan or zoning regulations? Will the proposed action result in a change in the use or intensity of use of land? Will the proposed action impair the character or quality of the existing community? Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)? 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?	No, or small impact may	Mod to I im	lerate arge pact
1. 2. 3.	Will the proposed action result in a change in the use or intensity of use of land? Will the proposed action impair the character or quality of the existing community? Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	No, or small impact may	Mod to I im	lerate arge pact
1. 2. 4. 5.	Will the proposed action create a material conflict with an adopted land use plan or zoning regulations? Will the proposed action result in a change in the use or intensity of use of land? Will the proposed action impair the character or quality of the existing community? Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)? 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? Will the proposed action cause an increase in the use of energy and it fails to incorporate	No, or small impact may	Mod to I im	lerate arge pact
1. 2.	Will the proposed action result in a change in the use or intensity of use of land? Will the proposed action impair the character or quality of the existing community? Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)? 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? 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? Will the proposed action impact existing:	No, or small impact may	Mod to I im	lerate arge pact
1. 2. 4. 5. 6.	Will the proposed action result in a change in the use or intensity of use of land? Will the proposed action impair the character or quality of the existing community? Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)? 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? 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? Will the proposed action impact existing: a. public / private water supplies?	No, or small impact may	Mod to I im	lerate arge pact

		No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potentia problems?	l for erosion, flooding or drainage		
11. Will the proposed action create a hazard to environmental res	ources or human health?		
Part 3 - Determination of significance. The Lead Agency is requestion in Part 2 that was answered "moderate to large impact melement of the proposed action may or will not result in a significar Part 3 should, in sufficient detail, identify the impact, including at the project sponsor to avoid or reduce impacts. Part 3 should also may or will not be significant. Each potential impact should be as duration, irreversibility, geographic scope and magnitude. Also commulative impacts.	ay occur", or if there is a need to e ant adverse environmental impact, ny measures or design elements that explain how the lead agency deter sessed considering its setting, prob	xplain why a please comp t have been mined that that the ability of occ	particular lete Part 3. included by he impact curring,
•			
Check this box if you have determined, based on the inform that the proposed action may result in one or more potent environmental impact statement is required. Check this box if you have determined, based on the inform that the proposed action will not result in any significant adv	ially large or significant adverse in ation and analysis above, and any	pacts and ar	1
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 f	rom Respons	sible Officer

EXAMPLES OF LOCATOR MAPS

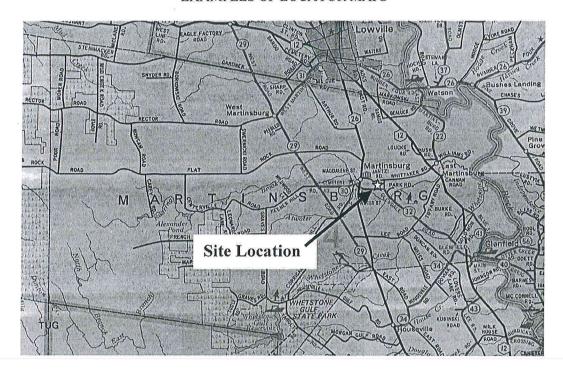


Figure 1. Town Locator Map

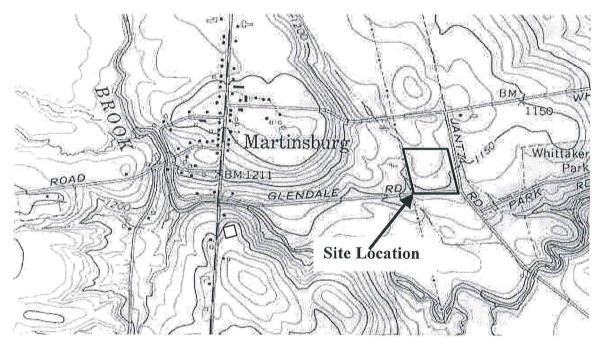


Figure 2. Detailed Locator Map (supplement to Figure 1, if required)

SUBDIVISION OF LAND

195Attachment 1

Town of Martinsburg

Appendix A Plat Requirements

- I. Purpose: The purpose of this appendix is to set forth the plat requirements for both minor and major subdivisions, and shall be provided by the subdivider to the surveyor performing the work.
- II. Plat Requirements: The plat shall contain the following information:
 - A. A *title block* containing subdivision name, name of town and county, date (different for each revision), scale, surveyor's name/company.
 - B. A certification block with the following statement:

As owner I hereby certify that I have caused the lasurveyed, divided, mapped, dedicated, and access right plat.							
	Date	Mariana de Arra de La Calendario de Calendar	More was the constitution of the state of	Owne	r Signature		***************************************
C.	A stamp or seal number.	from the	surveyor (and	engineer if	appropriate)	showing	license
D.	. The following state	<i>tement</i> for si	gnature by the	planning bo	ard chairman:		
	Plat Approved:						
			Town of Martin	isburg		Dated	
		Plc	nning Roard (hairman			

- E. Notes containing any covenant and deed restrictions.
- F. The plat itself should cover all of the land being subdivided, at a scale of not more than 100 feet per inch and not less than 50 feet per inch, including any residual land retained by the owner, and shall include the following:
 - 1. The name of all subdivisions and owners of record for lots immediately adjacent to the parcel being subdivided.
 - 2. The following boundaries, if they exist, in the area adjacent to the subdivision or on the parcel: zoning boundaries, municipal boundaries, flood hazard areas, wetlands, property boundaries, easements, rights-of-way.
 - 3. Parcels to be dedicated to public use and conditions.

SUBDIVISION OF LAND

6. Certification of Monumentation: Surveyor certifies that monuments have been set as shown on the plat.

H. Special Marking Required.

where applicable, a note, duly	acknowledged	by signature of the	subdivider, stating:

Approval of this plat does not constitute town acceptance of the indicated, stated, or referenced improvements.

Date	Owner Signature	

- I. Locator Maps: One or more locator maps shall be included on the plat to clearly locate the subdivision of interest. As a minimum, the Town of Martinsburg map shall be used in all cases (see example in Figure 1). If additional detail is required, then a secondary locator map may be required (see example in Figure 2).
- J. Conflicts of Requirements: If conflicts between this appendix and the primary subdivision law occur, the planning board shall be contacted for resolution.
- K. Waiver of Plat Requirements: The planning board may waive any of the requirements in this appendix in the event that the information is not applicable or necessary.