

Town of Bolton
SUBDIVISION APPLICATION

Planning and Zoning Department
PO Box 355 (4949 Lakeshore Drive) Bolton Landing, NY 12814
Phone: (518) 644-2893 Fax: (518) 644-2476 e-mail: planning@town.bolton.ny.us

MINOR _____ MAJOR _____ LOT LINE ADJUSTMENT _____

Application # _____ Fee _____

Ten (10) copies of this application, and all associated drawings *drawn to scale*.

1. Name or Identifying Title of Subdivision _____

Number of lots resulting _____ Zone(s) _____

2. Subdivider (owner or agent) _____ Phone: _____

Mailing Address _____

City, State, Zip _____

3. Licensed Land Surveyor or Engineer _____ Phone: _____

Mailing Address _____

City, State, Zip _____

4. Parcel Id: Section: _____ Block: _____ Lot _____ Zone: _____

5. Property location (911 Address)*: _____

* If a 911 address is not available, please provide a description of how to find the property: _____

6. Easements or other restrictions on property (attach copy of deed): _____

7. Requested exceptions: The Planning Board is hereby requested to authorize the following exceptions to or waivers of its regulations governing subdivisions. _____

8. The undersigned hereby requests approval by the Planning Board of the above identified subdivision plat.

9. **ENVIRONMENTAL ASSESSMENT:** Please answer the following questions with respect to your proposal:

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
			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?	NO	YES	
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, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
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: _____			
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)

Town of Bolton
Office of the Zoning Administrator

This page provides an Authorization to Act as Agent Form, Professional Review Fee Disclosure, Authorization for Site Visits, Other Permit Responsibilities and Agreement to Provide Required Documentation.

- 1) Complete the following if the owner of the property is authorizing an agent to appear on their behalf to present the application and speak on behalf of the proposed project:

Owner: _____

Designates: _____

Project Description: _____

As owners agent regarding:

Variances _____ Subdivision _____ Septic _____ All Permits _____

Site Plan _____ Cert. of Comp. _____ Storm Water _____

Tax Map #: Section _____ Block _____ Lot _____

- 2) **Professional Review Fees:** Bolton Code Section 150-13B and Stormwater and Erosion Control (Regulations) Section 125-13(c) provide that the Zoning Administrator or Planning Board may require that the applicant reimburse the Town of Bolton for “the actual costs of reasonable and necessary legal and technical assistance” for review of an application, review and the planning process may result in the assessment of the actual costs of engineering or other professional review, and the applicant agrees to pay same. **No permits shall be issued or subdivision plats signed pertaining to this parcel until all Town Engineering fees are paid in full.**
- 3) **Authorization For Site Visits:** The applicant hereby authorizes members of the Zoning Board of Appeals, Planning Board and employees of the Town of Bolton and their agents to enter the subject properties at reasonable times for the purpose of reviewing the application submitted.
- 4) **Official Meeting Minutes Disclosure:** Proceedings of meetings in review of an application upon acceptance by the board as its official minutes shall constitute the official record of board proceedings. Any claimed discrepancy between the official minutes shall be deemed the official, accurate record.
- 5) **Further Permits:** Each applicant is advised that construction, alteration and activities related to approvals reviewed and granted by the Town of Bolton may require additional approvals of other jurisdictions, which may include the Lake George Park Commission, Warren County Planning Board, Adirondack Park Agency, New York State Department of Health and other boards of review. The applicant has the responsibility to obtain all such permits.

SIGNATURE OF APPLICANT: _____ DATE: _____

SIGNATURE OF AGENT: _____ DATE: _____

ADIRONDACK PARK AGENCY

JURISDICTIONAL INQUIRY FORM

A. INSTRUCTIONS:

This form is used to obtain a written determination as to whether an Adirondack Park Agency permit is needed for a proposed project. Only a person having a legal interest in the property (i.e., landowner or contract vendee) may obtain a formal jurisdictional determination. The landowner or contract vendee must sign this form. If the contract vendee signs, then a copy of the contract must be provided (the sales price may be blacked-out). However, any person may obtain general information about the Adirondack Park Agency Act and Agency regulations, land use areas and critical environmental areas; please feel free to contact the Agency for such information.

The legal issues involved in determining jurisdiction are complicated. Thus, the information requested on this form is necessary in order for us to determine if the proposal requires an Agency permit. The County Clerk's Office, Real Property Tax Service and/or the Town Office may be able to assist you in obtaining property information (i.e., tax map number, history, copies of deed[s], etc.).

A copy of any information submitted to the Agency may be shared with other involved local, state or federal agencies in order to facilitate a coordinated review process.

PLEASE INCLUDE COPY OF CURRENT RECORDED DEED, TAX MAP NUMBER AND A DESCRIPTION OF YOUR PROJECT, INCLUDING SKETCH MAP. WE CANNOT RESPOND TO YOUR INQUIRY WITHOUT THIS INFORMATION.

B. GENERAL INFORMATION:

	<u>APPLICANT:</u>	<u>PROPERTY OWNER (if not applicant):</u>
Name	_____	_____
Address	_____	_____
	_____	_____
Telephone	_____	_____

APPLICANT'S INTEREST IN PROPERTY (i.e., OWNER, PURCHASER, ETC.): _____

PROPERTY LOCATION:

Town/Village _____ County _____

Road/Highway _____

Tax Map No. Section _____ Block _____ Parcel _____

TAX MAP NUMBER(S) AND DEED MUST BE PROVIDED.

C. PROPERTY HISTORY:

1. Has the property been the subject of any previous Agency action (i.e., application for permit, variance, Agency Map Amendment, Agency letter, Agency site visit, or the subject of an enforcement action)? Yes No Don't Know

If yes, what was the date (year) of the Agency action? _____

Provide case numbers or a copy of the letter. _____

What was the prior project? _____

2. Did you contact the County Clerk's Office to determine if any APA permits for the property were recorded? Yes No Were any recorded? Yes No

If yes, permit numbers: _____ (Please note that permits are recorded in the landowner's name. Therefore, you should check for recorded permits under all post-1972 landowners' names.)

3. What is the acreage or square footage of the property at this time? _____

4. On May 22, 1973, was the property part of a larger parcel? Yes No

If yes: What was the size of the larger parcel? _____ Give the size of each parcel conveyed from the larger parcel since May 22, 1973.

5. What is the name and address of the person who owned the property on May 22, 1973?

6. Did the 1973 owner own any adjacent property on May 22, 1973? Yes No

If yes, what is the tax map number(s) of the adjacent property?

7. Structures:

(a) Please describe all structures which currently exist on the property (include size, use, and construction date of each). Also describe structures which existed as of August 1, 1973 but have since been removed or destroyed (include date structure was removed or destroyed).

(b) If the property was part of a larger parcel as of May 22, 1973, please describe all structures which exist on other lots created from the original larger parcel. Also describe structures which existed on these other lots as of August 1, 1973 but have since been removed or destroyed.

D. PROJECT DESCRIPTION:

1. Please check the applicable boxes and fill in the appropriate blanks.
___ subdivision

- (a) Number of proposed lots (including retained lots). _____
- (b) What is the size of the smallest lot in acres or square feet? _____
What is the smallest shoreline lot width (if applicable)? _____
- (c) Are any of the proposed lots being conveyed by bona-fide gift? _____
If yes, what is the giftee's relationship to the giftor? _____

___ The construction of a single family dwelling or installation of a mobile home.

___ The construction of a multiple-residence building, creating _____ housing units.

___ The construction of a commercial, industrial or public building resulting in _____ square feet of floor space (total of all floors).

___ The expansion of an existing _____ square-foot building by _____ additional square feet (all floors). **NOTE:** If an expansion is proposed to a structure other than a single family dwelling, also provide the total size or square footage of the use or structures as of May 22, 1973 and the size or square footage of any expansions that have occurred to the use or structures since that date.

___ The replacement of an existing _____ square-foot _____ structure with a new _____ (size) square-foot _____ (use) structure.

___ Other (please describe) _____

2. How will the use of the land change? _____

3. Describe all land uses and development or other activities existing or propose for this site which are not already described above.

4. If the property involves shoreline, is any portion of the shoreline utilized by others for deeded or contractual access to the shoreline? ___Yes ___No
If yes, please provide details, including # of lots having access and width of access. _____

Will the proposed project result in any portion of the property being utilized by others for deeded or contractual access to the shoreline? ___Yes ___No
If yes, please provide details, including # of lots having access and width of access. _____

5. Does the project involve a business? ___Yes ___No If yes:

(a) Will the business be operated at your residential property? ___Yes ___No

(b) How many people will the business employ who do not live on the premises? _____

(c) How many signs will the business have? _____

Will they be lighted? ___Yes ___No

What will be the combined square footage of the sign(s)? _____

(d) Please describe the type of business. _____

If intended as an accessory use, please describe how the commercial use will be kept small enough in size and function to be subordinate to the residential use of the property. _____

6. Will the project result in any structures over 40 feet in height (measuring from the highest point of a structure to the lower point of either natural or finished grade)? Yes No. (If close to 40 feet in height, please provide sketch and construction details of the structure and any fill material used in construction).
7. Will the project result in the removal of sand, gravel, topsoil or minerals from the property? Yes No
8. Will waste material, such as construction debris, be disposed on the property? Yes No
9. Will the project affect wetlands or streams in any way, including filling, draining, possible siltation, pollution, pesticides or tree cutting? Yes No
10. If the property contains shoreline, what will be the distance from the mean high-water mark to the closest new structure or expansion? _____ feet
If an expansion, what is the distance of present structure from the mean high-water mark? _____ feet
11. Will any sewage leaching or discharge installation (such as seepage pit, pit privy or sewerage outfall) be located within 100 feet of a lake, pond, river, stream or wetland? Yes No
12. Will any vegetation be cut within 35 feet of a lake, pond, river or stream? Yes No
13. Will any vegetation be cut within 100 feet of a river? Yes No
14. Will logging occur on the property? Yes No

E. SKETCH MAP:

On a separate sheet provide a scaled sketch map of the property showing acreage, boundaries, existing roads and buildings, natural features and water bodies, location of water supply, all portions of a sewage disposal system, including size, type and location, and all proposed structures, subdivision lines or other changes to the property. It should be made at a scale of 1 inch to 100 feet. If a subdivision is proposed, please indicate which (if any) lots are to be retained by current landowner. If your lot is a shoreline lot, show the lot width and indicate the setback distance from mean high-water of any structures and sewage system which you propose. Also, provide the north arrow and the name of the map maker and date prepared.

F. SIGNATURE OF LANDOWNER OR CONTRACT VENDEE:

The above information is correct and accurate to the best of my knowledge.

Signature Date Please print or type name

G. RETURN TO:

Adirondack Park Agency
P.O. Box 99
Ray Brook, NY 12977
(518-891-4050)

**PROCEDURES TO FOLLOW WHEN APPLYING FOR
SUBDIVISION
AND APPEARING BEFORE THE
PLANNING BOARD IN THE TOWN OF BOLTON**

PROCEDURES FOR APPLYING:

- 1) The application must be filled out in its entirety.
- 2) 10 completed sets are required. *(It is suggested that prior to making 10 sets, that the zoning administrator review the application, construction drawings and site plan for completeness).*
- 3) You must place the pink placard in a conspicuous place on the property as representation of the project/proposal that will be reviewed by the Planning Board or the Zoning Board of Appeals.
 - a) If the property is located off of the main road, post this card near the main road and contact this office for additional cards to be placed at the property. The board members will be visiting the site this month and it is hoped that the above referenced card will help aid them in locating the same.
 - b) You may want to cover it with some type of plastic to protect it from inclement weather.

ITEMS TO INCLUDE ON THE SKETCH PLAN

- 1) The sketch plan shall consist of a drawing(s) which illustrates the proposed Subdivision and the issues which are inherent to the site and complexity of the subdivision as follows:
 - a) Minor subdivisions. The sketch plan can be based on Tax Map Information or some other similarly accurate base map at a scale of no more than 200 feet to the inch to enable the entire ownership by a vicinity map at a scale of 800 feet to the inch.
 - b) Major subdivision. The sketch plan shall be at a scale of 100 feet to the inch, including topographic information at a minimum of five-foot contour intervals and be accompanied by a vicinity map at a scale of 800 feet to the inch.
- 2) Both minor and major subdivision shall show the following:
 - a) The location of that portion of the subdivider's ownership, which is to be subdivided in relation to the whole, and the location of nearby streets and roads.
 - b) All existing structures, wooded areas and permanent and intermittent watercourses within the portion to be subdivided and within 200 feet thereof.

- c) The name of the owner(s) of the property to be subdivided and of all adjoining property owners, as disclosed by the most recent municipal tax records.
- d) The Tax Map sheet, block and lot numbers, if available.
- e) All available utilities and streets which are either proposed, mapped or built.
- f) The proposed lot layout, street layout, all watercourses and wetlands and any proposed recreation or open space areas depicted by metes and bounds, distances, lots numbered in sequence, lot area, North arrow and scale indication, and other specifications as the Zoning Administrator or the Planning Board may reasonably require to facilitate Code compliance.
- g) All existing restrictions on the use of land, including easements or covenants.
- h) Sketch drainage plan (can be incorporated on layout plan).
- i) Sketch landscape plan (can be incorporated on layout plan).

It is mandatory that you or your representative attend the town Planning Board meetings. You will be notified of the date(s) on which your application will be heard. You must go to the podium and present your application.

PROJECT IDENTIFICATION

TOWN OF BOLTON
PLANNING BOARD

----- SUBDIVISION

NAME:-----

PLANNING OFFICE