

TOWN OF COLCHESTER
PLANNING BOARD

MINOR SUBDIVISION PACKET
OF INFORMATION

*Please review this packet.

If you should have any questions, email:

planningbrdcolchester@gmail.com

Or call (607)363.7918 and leave a message for
the Planning Board Clerk

TOWN OF COLCHESTER

PLANNING BOARD

72 Tannery Road
P.O. Box 321
Downsville, NY 13755

(607)363.7918
(leave message for the PB Clerk on this phone)
planningbrdcolchester@gmail.com

CONTENTS OF MINOR SUBDIVISION PACKET

1. Contents of Minor Sub Packet
2. Applicant's Checklist
3. Applicant's Guide to Subdivision Review
4. Application for Subdivision Review
5. Flowchart of MS Process
6. Authorized Representative Form, for property owners not present at PB meeting. If there is more than one owner, each owner not attending the meeting will need to fill out this form.
7. Short Environmental Assessment Form (**SEQR**), Appendix B, 617.20, [Fill out PART 1 ONLY](#)
8. Subdivision Requirements: Lots, Sewage Disposal, Soil
9. Diverted Storm water
10. Sample Letter-Notification to Adjacent Landowners Regarding a Major/Minor Subdivision
11. Fees
12. Subdivision Regulations
13. Sec 401 Subdivision Regulations – Checklist for Surveyors – [Give to your Surveyor](#)

**TOWN OF COLCHESTER
PLANNING BOARD**

72 Tannery Road
P.O. Box 321
Downsville, NY 13755

(607)363.7918
(leave message for the PB Clerk on this phone)
planningbrdcolchester@gmail.com

APPLICANT CHECKLIST

For Public Hearing and Final Approval

<u>Required document(s) for Minor Subdivisions</u>	<u># of Copies</u>
<input type="checkbox"/> Original Application form	2
<input type="checkbox"/> Authorization of Notarization Letter (original w/ notary stamp)	1
<input type="checkbox"/> Short Environmental Assmt. Form – Part 1 completed by Applicant	1
<input type="checkbox"/> Property Deed	1
<input type="checkbox"/> Survey (Refer to Section 401-Sub Regs for items required to be on surveys)	2
<input type="checkbox"/> Proof of Percolation testing by Engineering Firm	1
<input type="checkbox"/> Proof of Line of Sight by the CEO	1
<input type="checkbox"/> Check made out to Town of Colchester (TOC) due at Public Hearing (fee schedule in packet)	1
<input type="checkbox"/> All receipts from letters sent to adjoining landowners due at Public Hearing	

TOWN OF COLCHESTER

PLANNING BOARD

72 Tannery Road
P.O. Box 321
Downsville, NY 13755

(607)363.7918
(leave message for the PB Clerk on this phone)
planningbrdcolchester@gmail.com

APPLICANT'S GUIDE TO SUBDIVISION REVIEW

COMMON QUESTIONS:

The Planning Board of the Town of Colchester has been authorized to review the subdivision of land. The following guide should help the applicant understand the process and procedure for subdivision.

When must I apply for a Subdivision Review?

Whenever you intend to split a parcel of your land into two or more parcels, you must receive approval from the Town Planning Board for a subdivision.

If you wish to subdivide land into two, three or four parcels, you will need to apply for a Minor Subdivision Review. If you wish to subdivide into five or more parcels, you will need to apply for a Major Subdivision Review. Note that previous subdivisions of this parcel since 1991 count toward this total. For further information and the exact requirements, refer to the Town's "Subdivision Regulations" and this packet.

What are the basic requirements for Lots (Parcels)?

Section 507 of the TOC Subdivision Regulations state: All lots shall abut by their frontage to approved roads to ensure suitable access.

You must have an approved access site even if a driveway does not exist, as well as a potential building site. The location of the building site may be determined by the slope of the lot. Sewage disposal requirements are attached. The minimum size for a lot is determined by the distances required between water source, sewage disposal, buildings and rights-of-way.

When does the Planning Board meet?

The Town of Colchester Planning Board meets at 7pm on the third Thursday of each month at Town Hall, 72 Tannery Road, Downsville, NY.

To be placed on the agenda you must contact Alan Donner, Chair, at least ten days before the meeting.

Please note that a meeting may be cancelled if there are no Agenda items or due to inclement weather.

How long will this process take?

In many cases, the process can be completed within two or three months depending on the type and extent of the project you are proposing. However, it may take longer. Your attention to obtaining required information and getting it to the Planning Board in a timely manner helps speed the process.

Will I need a survey of the property?

Yes. You will need a survey although not at the Initial Conference. In very limited circumstances, you may not need a survey of the complete area. Any request for this waiver of a survey must be made to the Planning Board in writing.

Can I receive a waiver of the State Environmental Quality Review (SEQR) and Public Hearings?

No. The Planning Board MUST follow all the procedural requirements and cannot waive SEQR or Public Hearings for Major or Minor Subdivisions.

STEPS TO FOLLOW FOR MINOR SUBDIVISION REVIEW

I. The Initial Conference

Although not required, it is strongly recommended that you contact the Planning Board to conduct a very general review of your proposal at the earliest time. Bring a sketch of your plan on your tax map (or survey if you have one). Contact the Chair at least 10 days before the meeting to be placed on the Agenda.

The Planning Board will informally review your proposal and may classify it as a Minor or Major Subdivision. If the Planning Board has some recommendations or reservations at this stage, your plans can be modified before the cost of a survey is incurred, saving you money. In addition, requests for waivers of certain types of requirements can be made in writing.

II. Get the Application

Obtain the appropriate download formal application for your Subdivision Review from the Website: townofcolchesterny.com/planning-board/ or contacting the Chair of the Planning Board or Clerk. Complete the application and include your signature.

III. Present Your Application at a Planning Board Meeting

- A. To be placed on the agenda, contact the Chair and submit the application and supporting materials at least **ten days before the meeting**.
- B. All landowners that will not be present at the meeting must designate, through a notarized statement of authorization, an agent to represent them at the meeting.
- C. All landowners must sign the application. Signatures of any landowner that will not be present at this meeting must be notarized.

D. Required document(s) **# of Copies**

- | | |
|---|---|
| 1. Original Application form | 2 |
| 2. Authorization of Notarization Letter (original w/ notary stamp) | 1 |
| 3. Short Environmental Assmt. Form – Part 1 completed by Applicant | 1 |
| 4. Property Deed | 1 |
| 5. Survey (Refer to Section 401-Sub Regs) | 2 |
| 6. Proof of Percolation testing by Engineering Firm | 1 |
| 7. Proof of Line of Sight by the CEO | 1 |
| 8. Check made out to Town of Colchester (TOC) due at Public Hearing | 1 |
| 9. Receipts sent out to adjoining Landowners due at Public Hearing | |

- E. The Planning Board will review your application and inform you of any additional requirements. The Planning Board may classify your subdivision as Minor or Major at this time. You may also request waivers (in writing) of certain types of requirements at this time.

IV. Scheduling the Public Hearing

At the time of the application meeting described in III, or within 62 days of the Plat acceptance, the Planning Board must schedule and hold a Public Hearing. This meeting is usually scheduled for the month following acceptance.

Information specified in **Section 401 of the Subdivision Regulations** must appear on the **final survey** which must be completed before the Public Hearing.

At least 5 days before the Public Hearing you must **notify by certified mail return receipts** of all property owners with land adjacent to the proposed subdivision of the Public Hearing. **All receipts** are to be turned in at the Public Hearing.

V. The Public Hearing

- a. You must present your application, two (2) paper copies of the survey map and proof of existing septic(s) or percolation test(s) and other documents specified in III.D. at the Public Hearing. Proof that all adjacent property owners have been notified must be submitted to the Planning Board at the Public Hearing. The Planning Board must receive the Final Survey (Plat) along with the additional materials at least 10 days before the Public Hearing.
- b. Our fee is due payable to the "Town of Colchester" before you receive the signed maps.
- c. Within 62 days of the Public Hearing, the Planning Board will approve, disapprove, or conditionally approve your Final Plat as presented. Frequently, this action takes place immediately following the Public Hearing at the regular Planning Board meeting.

If approved your next step is County filing. If conditionally approved, the Planning Board will appoint an officer empowered to sign the plat upon completion of conditions. The next step is County Filing.

VI. County Filing in Delhi, NY

If your Final Plat is approved, [submit application and the signed mylar map to the Delaware County Clerk's Office and Real Property Tax Service Office within 62 days.](#)

If you fail to file between day 62 and 1 year after approval, you must resubmit all original documents to the Planning Board.

A fee of ½ of the original amount paid will be due. If more than 1 year has lapsed since the approval date, a new application, new fee and all new required documents will need to be submitted to the Planning Board for review as a new request.

Please contact the Planning Board Chair or Clerk to be placed on the agenda at: planningbrdcolchester@gmail.com

**TOWN OF COLCHESTER
PLANNING BOARD**

72 Tannery Road
P.O. Box 321
Downsville, NY 13755

(607)363.7918
(leave message for the PB Clerk on this phone)
planningbrdcolchester@gmail.com

APPLICATION FOR MINOR SUBDIVISION
--

Directions: The application and supporting materials are to be submitted to the Planning Board Chair at least 10 days before the Planning Board meeting at which you want to be placed on the agenda. **Please note:** A meeting may be cancelled if there are no agenda items or due to inclement weather. ****All landowner(s) not present at the Planning Board Meeting at which the application is presented must designate, through the Authorized Representative Form (enclosed), an agent to represent them at the Planning Board meeting.**

Owner(s) Name If this is an LLC, all names included (please print)	Address	Phone/Cell	Email

☐ Check this box if Property Owner has designated A Representative w/ the Authorized Representative Form. Submit the Authorized Representative Form with this application.

PARCEL INFORMATION: Location of property in the Town of Colchester:

Tax Map Section: _____ Block: _____ Parcel(s): _____

Total contiguous acreage of owner _____ acres

Total number of proposed lots: _____ Size of each lot: _____ acres _____ acres _____ acres

EXISTING RESTRICTIONS, EASEMENTS OR COVENANTS ON PARCEL: ☐ Yes ☐ No

If yes, please explain: _____

Are there any unpaid taxes or other bills due to the Town of Colchester? ☐ Yes ☐ No

**Taxes are to be paid in full for this application to be processed by the County Clerk's Office/Treasure's Office*

REQUESTED EXCEPTIONS: The Planning Board is hereby requested to authorize the following exceptions to, or waivers of, its regulations governing subdivisions. Please list exception or waiver requested with reason(s).

NAME OF ENGINEER/LAND SURVEYOR: _____

Address: _____

Email: _____ Phone: _____ Cell: _____

SIGNATURE OF OWNER(s):

Date: _____

Date: _____

Date: _____

THE TOWN OF COLCHESTER PLANNING BOARD’S ACTION:

☐ Approved

☐ Conditionally Approved

☐ Denied

Planning Board Chair SignatureDate

Date submitted: _____

Determination Date: _____

Note: This Application for Subdivision **MUST BE FILED** with the Delaware County Clerk’s Office, Delhi, NY within Sixty-two (62) days of the Planning Board endorsement/approval. Failure to file within time frame will result in additional fees and procedures.

Signatures of owners of this action that are not present at the meeting will need to be notarized.

STATE OF NEW YORK

SS:

COUNTY OF:

On this _____ day of _____ 20_____, before me personally came _____, to me known and known to me to be the person described in and who executed the foregoing instrument and he/she acknowledged to me that he/she executed the same.

Notary Stamp here:

Notary Public

MINOR SUBDIVISION

Flow Chart

STEP #1 - Initial Conference (Recommended but optional)

Informal discussion with Planning Board about what the applicant wants to do
Applicant to provide a sketch on tax map or a survey (if available)

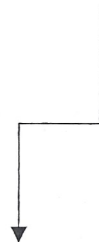


STEP #2 Required Documents to be submitted to the Planning Board 10 days prior to 2nd meeting

Original Application form	2 copies
Authorization of Notarization Letter (original w/ notary stamp)	1
Short Environmental Assmt. Form – Part 1 completed by Applicant	1
Agricultural Data Statement (if applicable)	1
Property Deed	1
Survey	
Refer to Section 401-Sub Regs for items required to be on survey	2
Proof of Percolation testing by Engineering Firm	1
Proof of Line of Sight by the CEO	1



Delhi County
Planning Board
Referral of 239-n
(if applicable)



STEP #3 Public Hearing

-Will be scheduled within 62 days of official application submission date
-Will be advertised in newspaper at least 10 days before Public Hearing
-Applicant must mail notices (by certified mail, return receipt requested) to adjacent property owners at least 5 days before Public Hearing and submit receipts to Planning Board at the Public Hearing



STEP #4 Action

-Planning Board takes action within 62 days of Public Hearing and notifies applicant within 5 days

-This sometimes occurs on the same night as the Public Hearing and meeting

APPROVAL

- ❖ Pay fee
- ❖ Chair signs /date stamps surveys and application
- ❖ Copy of survey filed with Planning Board

CONDITIONAL APPROVAL

Will expire 180 days after resolution

DISAPPROVAL

Certified Statement of Conditions which, when completed, will authorize the Conditionally Approved Final Survey, mailed to applicant

Board appoints officer empowered to sign survey upon completion of conditions

Submit amended survey to appointed officer

STEP #5 COUNTY FILING

-Applicant must file the signed Final Plat with the Delaware County Real Property Tax Office at 111 Main St., Delhi, NY 13753; 607-832-5130 and in the Office of the Clerk of Delaware County at P.O. Box 426, Delhi, NY 13753; 607-823-5700

-Must file within 62 days after date of approval by Planning Board or the appointed Officer

****Past/current Taxes must be paid in full****

- ❖ Amended survey signed, (if conditions have been met)
- ❖ Pay fee
- ❖ Copy of amended survey filed with Planning Board

**TOWN OF COLCHESTER
PLANNING BOARD**

72 Tannery Road
P.O. Box 321
Downsville, NY 13755

(607)363.7918
(leave message for the PB Clerk on this phone)
planningbrdcolchester@gmail.com

AUTHORIZED REPRESENTATIVE FORM

WHEN TO USE THIS FORM: This Authorized Representative form is enclosed in the Minor Sub packet if the owner would like someone to represent him/her/they at the Planning Board meeting/Public Hearing. Please complete this form and submit it to the Planning Board Clerk. The owner is responsible to notify his/her/their representative of the time and place of the public meeting and hearing.

OWNER INFORMATION

Property Owner's Name: _____

Address: _____

Telephone: _____

Email: _____

REPRESENTATIVE INFORMATION

Representative's Name: _____

Address: _____

Telephone: _____

Email: _____

The Owner hereby permits the Authorized Representative to act on his/her/their behalf regarding an application submitted to the Planning Board of Colchester, Downsville, New York. Such Owner authorizes the Town to release any or all information relating to this application to this Authorized Representative.

Signature of Property Owner

Date

STATE OF NEW YORK

SS:

COUNTY OF:

On this _____ day of _____, 20____, before me personally came _____, to me known and known to me to be the person described in and who executed the foregoing instrument and he/she acknowledged to me that he/she executed the same.

Notary Stamp here:

Notary Public

Appendix B

Short Environmental Assessment Form

Instructions:

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 used under the zoning regulations:	NO <input type="checkbox"/>	YES <input type="checkbox"/>	N A <input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<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 <input type="checkbox"/>	YES <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 <input type="checkbox"/>	YES <input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
b. Are public transportation service(s) available at or near the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<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 <input type="checkbox"/>	YES <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 <input type="checkbox"/>	YES <input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	NO <input type="checkbox"/>	YES <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 <input type="checkbox"/>	YES <input type="checkbox"/>	
b. Is the proposed action located in an archeological sensitive area?	<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 <input type="checkbox"/>	YES <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: _____	<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"/> Agriculture/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 <input type="checkbox"/>	YES <input type="checkbox"/>	
16. Is the project site located in the 100 year flood plain?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will the storm water discharge 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 <input type="checkbox"/>	YES <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 <input type="checkbox"/>	YES <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 <input type="checkbox"/>	YES <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 <input type="checkbox"/>	YES <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? b. public/private wastewater treatment utilities?	<input type="checkbox"/> <input type="checkbox"/>	<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, water bodies, 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 environment 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 COLCHESTER

PLANNING BOARD

72 Tannery Road
P.O. Box 321
Downsville, NY 13755

(607)363.7918
(leave message for the PB Clerk on this phone)
planningbrdcolchester@gmail.com

GENERAL SUBDIVISION REQUIREMENTS for: Lots, Sewage Disposal and Soil

SOME BASIC REQUIREMENTS FOR LOTS

Section 507 of the TOC Subdivision Regulations state: All lots shall abut by their frontage to approved roads to ensure suitable access.

Each lot must have a potential building site and an approved access site for travel and utilities. If a driveway does not exist and you will be entering onto a public highway, you must apply for the appropriate permit. In our area, the grade of the lot may be a determining factor in having a building site. The minimum size for a lot is determined by the distances required between water source, sewage disposal, buildings and rights-of-way.

DESIGNATION OF SEWAGE DISPOSAL FACILITIES

One critical piece of information of **ALL APPLICANTS** for subdivision approval is the **designation of sewage disposal facilities**. This information **MUST** be submitted before any subdivision plat may be approved.

The Planning Board must be satisfied that each and every lot in a subdivision is "buildable," that is, capable of providing an adequate septic system. The Planning Board acknowledges that with enough money, a septic system could be placed on almost any piece of land. However, prospective buyers of lots should be notified of the potential of extra costs for construction of certain types of systems. Therefore, the Town of Colchester has adopted the requirement that all lots in a subdivision must provide designation of sewage disposal facilities.

ALL PLATS (surveys) are required to have the designation of sewage disposal facilities for each lot proposed in the subdivision included on such plat.

SOIL PROFILE ANALYSIS AND PERCOLATION TESTS

The most common method of providing designation of sewage disposal facilities is through a percolation test. This method involves analyzing the soil in order to determine the ability of the soil to accept sewage and the depth of any restrictive layers which may have an effect on septic system design. If the proposed property is located in the NYC Watershed, permits and approvals will be required from the DEP.

The Planning Board requires that the location of percolation tests be shown on the Final Plat. In addition, the type of system which can be constructed on each lot based on the results from percolation tests is required to be noted on the plat.

****Please note: Each lot being created will need a perc test done by a certified Engineering Firm.***

Town of Colchester

72 Tannery Rd., PO Box 321, Downsville, NY 13755

Phone: (607) 363-7169 TDD#1 1-800-662-1220

DIVERTED STORMWATER

Towns around the state are beginning to see the negative effects of diverted storm water. In the last couple of decades more and more homes are built on the sides of mountains where water used to find its own natural course and run off freely. Times have changed. We have moved into an era where large homes with extensive lawns are being built. The new influx of bigger homes has changed the pattern of smaller camps and cabins, which had little impact on the land and the watershed. So the Town of Colchester, like many towns and counties across the state, must begin an aggressive procedure to ensure that property owners are informed that water cannot be diverted from one property onto another. **Section 507** of the Property Maintenance Code of New York subsection 1, states 'Drainage of roofs, paved areas, yards and courts, and other open areas on the premises shall not be discharged in a manner that creates a public nuisance'.

Often times, the negative effects of diverted water results far from the original site. The culmination of man-made solutions and water's own natural descent can spell disaster for those further down the watershed. Again, property owners are responsible for their own storm water. They cannot divert if off of their own property on to someone else. It is illegal for a property owner to dry up his own property and send his excess water to become another landowner's headache. This includes driveways, any ditching or culvert or drainage pipe work.

The water that originates on your property is yours. If it is diverted, it must be done in such a manner that the solution either encompasses your own property or the receptacle that the water is diverted into is deemed adequate to handle the excess runoff. For example, if water is diverted into a town ditch, it is the property owner's responsibility to notify the Town Highway Superintendent and he will determine if the ditching used for the diversion can adequately handle the diverted water. The property owner does not have the right to divert and expect the Town to then solve the problem of excess runoff, if the Town's ditches prove inadequate. It doesn't work that way. The property owner is also responsible for any watershed that is disturbed and rerouted because of contractors working on his land, examples of which would be loggers, quarry men, excavators and such. The Town will not only be overseeing a more aggressive policy for future anticipated storm water and erosion problems, it also will be looking for accountability in those instances where water has already been diverted and is now causing problems, some severe, for the Town and additional property owners. 9/1/04

Section 507 Storm Drainage

507.1 General. Drainage of roofs and paved areas, yards and courts, and other open areas on the premises shall not be discharged in a manner that creates a public nuisance.

TOWN OF COLCHESTER
PLANNING BOARD

72 Tannery Road
P.O. Box 321
Downsville, NY 13755

(607)363.7918
(leave message for the PB Clerk on this phone)
planningbrdcolchester@gmail.com

SAMPLE LETTER

To be addressed to each Adjacent Landowner
FOR A MINOR/MAJOR SUBDIVISION

Date:

Please be advised that a Public Hearing will be held on _____ 20__ at 7:00 pm at the Town of Colchester Town Hall, 72 Tannery Road, Downsville, NY 13755 for the purpose of a Minor Sub-Division of _____ acres divided into two (2) parcels of _____ acres and _____ acres, Tax Map # _____ located on _____.

Please Note: *This notice of the above Minor Sub-Division is purely informational. The Public Hearing provides an opportunity for you to voice your concerns about this subdivision if you have any. Your attendance at the meeting is **NOT** required.*

Sincerely,

Applicant

Address

Phone

Email

**TOWN OF COLCHESTER
PLANNING BOARD**

72 Tannery Road
P.O. Box 321
Downsville, NY 13755

(607)363.7918
(leave message for the PB Clerk on this phone)
planningbrdcolchester@gmail.com

Planning Board Fees

<u>ACTION</u>	<u>FEE</u>
Sketch Plan	None
Combining two or more contiguous properties owned by same owner(s)	\$40.00
Boundary Line Adjustment	\$40.00
Minor Subdivision	\$40.00 /Application & \$30.00/lot being created
Conservation Easement	\$40.00/Application & \$30.00/lot being created
Preliminary Plat (Major)	\$40.00
Final Plat (Major)	\$40.00/Application & \$30.00/lot being created
Inspection Fee	1% of estimated cost of project improvements

Section 401: SUBDIVISION REGULATIONS

CHECKLIST FOR ITEMS REQUIRED ON SURVEY (This page is primarily used for Surveyor's Reference)

Three paper copies of the plat survey are needed for the Public Hearing. These copies should be clearly marked FINAL. In addition, a mylar copy will be needed for signing by the Chair, if approved.

- ☐ Proposed subdivision name (usually owner's name), the name of the Town and County, tax map sheet, block and parcel numbers) and acreage involved.
- ☐ Can be based on Tax Map or similarly accurate base map. Must show entire tract on 1 sheet or more sheets taped together.
- ☐ Scale: Not less than 1" = 400
- ☐ North Arrow
- ☐ Names of record of all adjoining property owners within 150 feet of perimeter boundary of subdivision as disclosed by most recent tax records.
- ☐ A location map showing relationship of proposal to existing community facilities such as roads, schools, public lands, parks and districts such as fire districts and school districts.
- ☐ Location of existing buildings, railroads, wooded areas, wetlands, ponds, creeks and/or watercourses, stone walls, burial grounds, large trees and other features to be retained or removed within the area to be subdivided and within 200 feet thereof.
- ☐ Sufficient data to enable the Planning Board to determine readily the location, bearing and length of every road, lot line, boundary line and drainage system and to reproduce such line upon the ground. All dimensions and angles shall be given in feet and decimals of a foot; where applicable, these data should be referenced to monuments and tied into other reference points previously established.
- ☐ Number of building lots proposed and acreage of each.
- ☐ Proposed pattern and dimensions and area of lots, roads, recreation areas, surface water drainage, sewerage, and water supply within proposed subdivision.
- ☐ The location of percolation test sites.
- ☐ Designation of sewage disposal facilities.
- ☐ Proposed alteration of existing topography.
- ☐ Proposed driveway locations.
- ☐ Notations explaining any reservations, restrictions, easements, covenants, etc., as required by the Planning Board. This includes maintenance and use agreements, existing or proposed, on any rights-of-way which may be shared with other people as well as with any utilities, and existing and proposed roads, streets or highways.
- ☐ Topographical map, at a contour interval of not more than 20 feet. The topographical data shall be determined by field survey unless the Planning Board specifically waives this requirement and/or permits the substitution of topographic information obtained from other sources determined to be satisfactory for the particular case.
- ☐ Name, certification and seal of the registered engineer or licensed survey or who prepared the plat.