

Town of Canajoharie

12 Mitchell Street ♦ Canajoharie ♦ NY ♦ 13317

Planning Board Contact Information ♦ tcanjoplanningboard@gmail.com

PLANNING BOARD APPLICATION

Subdivision Application

A completed Application, including all applicable information attached must be filed with the Town Clerk at least 10 (ten) days prior to the meeting at which it is to be considered by the Planning Board, including all applicable fees and attached information

Applicant Name:	Property Owner Name: (If different)
Address:	Address:
Phone:	Phone:

Professional Advisor:	Other: (If appropriate, please specify)
Address:	Address:
Phone:	Phone:
License #:	

1. Property Location:

Address: _____

General Location: _____

Parcel ID# (SBL): _____ # of Acres: _____

2. Type of Application (Check appropriate boxes):

- Site Plan Review (See Zoning Law, Article IX)
- Special Use Permit (See Zoning Law, Article VII)
- Subdivision (See Subdivision Law, Articles III & IV)

The Applicant must submit, with this application, all the required information as described on the Site Plan Submission Requirement Checklist (attached). This checklist is intended to be a guide to the applicant; for specifics on submission requirements, procedures, timeframes, etc., the applicant should refer to the applicable Town Zoning Law and/or State Law (SEQR, Ag & Markets, etc.)

Applicant Signature

Date

Property Owner's Signature (if different than applicant)

Date

Application #: _____
Date: _____
Project Name: _____

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For Office Use Only

Site Plan #: _____

Application Fee: \$ _____

Other Fees: \$ _____
\$ _____

Description: _____
Description: _____

Total \$ Received: \$ _____

Check #(s): _____

Date Received: _____

Received By: _____

The Code Enforcement Officer, by signing below, certifies that this application is complete and in conformance with the Town of Canajoharie Zoning Regulations.

(Code Enforcement Officer)

For Planning Board Use Only

The Planning Board held a Public Hearing on the _____ of _____,
Date Month
_____, in consideration of this application.
Year

The application is hereby:

- Approved
- Approved with modifications
- Disapproved

Modifications and comments: _____

Chairperson, Town of Canajoharie Planning Board

Date

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Application is for (check one): Preliminary Plat Final Plat

1. Proposed Subdivision Name: _____

2. Property Owner Name: _____

 Address: _____

 Phone (Home): _____ (Work): _____

Attach copy of the Deed(s) and latest PAID Property Tax Bill

3. If property owner is a Corporation or Partnership, list the Principals:

a. Name: _____

 Address: _____

b. Name: _____

 Address: _____

c. Name: _____

 Address: _____

d. Name: _____

 Address: _____

e. Name: _____

 Address: _____

Attach Certificate of Incorporation or Partnership

4. Subdivider: If the owner, state so. If an agent or other type of relationship, state details on separate sheet of paper.

Name: _____

Address: _____

Phone (Home): _____ (Work): _____

5. Licensed Land Surveyor:

Name: _____

Address: _____

Phone (Home): _____ (Work): _____

Date of the Most Recent Survey (**Attach a copy**): _____

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Sketch Plan Checklist

Applicant must submit 2 (two) copies of the Sketch Plan of the proposed subdivision and any related information to the Town Clerk at least ten (10) days prior to the meeting at which it will be considered by the Planning Board.

Each Sketch Plan submission shall be based on tax map information or some other similarly accurate based map at a scale (preferably not less than 200 feet the inch) to include the entire tract to be shown on 1 (one) sheet. The Sketch Plan shall include the following information:

- _____1) The location of that portion which is to be subdivided in relation to the entire tract, and the distance(s) to the nearest existing street intersection(s).
- _____2) All existing structures, wooded areas, streams and other significant physical features, within the portion to be subdivided and within 200 feet thereof. If topographic conditions are significant, contours shall also be indicated at intervals of not more than 10 (ten) feet.
- _____3) The location and boundaries of all areas which, due to natural features such as wetlands, floodplains, excessive slopes or other constraints are not suitable for development purposes.
- _____4) The name of the owner and of all adjoining property owners, as disclosed by the most recent municipal tax records.
- _____5) The tax map section, block and lot numbers.
- _____6) The location of all available utilities, and all streets which are either proposed, mapped or built, including access points from the proposed subdivision to the existing street system.
- _____7) The proposed pattern of lots (including typical lot width and depth), street layout, recreation area, systems of drainage, sewerage, and water supply within the subdivided area.
- _____8) Location and plans for development, if any, of land for parks, parkland, playgrounds or other public recreational use.
- _____9) All existing restrictions on the use of land, including easements, covenants or zoning lines and districts.

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During the Sketch Plan Conference, the sub-divider shall meet with the Planning Board to discuss and explain the proposed subdivision in terms of the following matters:

- _____1) Street layouts, street construction and improvements, traffic patterns and access.
- _____2) Lot layouts, building locations and sizes, planned building types, configurations, exterior design and related issues.
- _____3) Public spaces, open spaces, parks or recreation areas, including proposed ownership, access, operations, maintenance and related concerns.
- _____4) Pedestrian access and amenities, into and within the proposed subdivision.
- _____5) Storm drainage, storm sewers, impervious areas, downstream drainage facilities and related concerns.
- _____6) Sewage drainage, septic systems, leach fiends and related concerns.
- _____7) Quality and quantity of water supply and its adequacy for the proposed subdivision.
- _____8) Availability of existing utilities and services, and plans for their construction or extension to serve the proposed subdivision.
- _____9) Projected impact on public services necessary to serve the population of the proposed subdivision.
- _____10) Possible impact of the proposed subdivision on areas of environmental concern, including but not limited to rivers, streams, watersheds, aquifers, wetlands, flood areas, prime agricultural lands, views and vistas, critical habitat or endangered or threatened species.
- _____11) Such other areas of concern relative to the proposed subdivision about which the Planning board requests information.

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APPENDIX A – AGRICULTURAL DATA STATEMENT COMPLIANCE

PROCESSING AN AGRICULTURAL DATA STATEMENT (ADS)

(Pursuant to Section 305-a of the Agricultural and Markets Law)

- ♦ Any application requiring:
 - Special Use Permit
 - Site Plan Approval
 - Use Variance or
 - Subdivision Approval

- ♦ Which requires approval by:
 - A Planning Board
 - Zoning Board of Appeals
 - Town Board or
 - Village Board of Trustees

Must submit an Agricultural Data Statement (ADS) if the proposed project occurs on property within an agricultural district containing a farm operation or on property with boundaries within 500 feet of a farm operation located within an agricultural district.

- ♦ Content of an Agricultural Data Statement requires:
 - Name and address of applicant
 - Description of the proposed project and its location
 - Name and address of any owner of land within the agricultural district, which land contains farm operations and is located within 500 feet of the boundaries of the property upon which the project is proposed
 - A tax map or other map showing the site of the proposed project relative to the location of the farm operations identified in the ADS

- ♦ The Clerk of the appropriate governmental entity is required to mail a written notice containing a description of the proposed project and its location to owners of land as identified by the applicant in the ADS.

- ♦ The local reviewing board must evaluate and consider the ADS to determine the possible impacts of the proposed project may have on the functioning or farm operations within the subject agricultural district.

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Project Name: _____

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MONTGOMERY COUNTY AGRICULTURAL DATA STATEMENT

Agricultural District Number: _____

Date of Statement Completion: _____

Date of Referral to Montgomery County Planning Board: _____

Date of Submission to Ag & Farmland Protection Board: _____

Do Not Write Above This Line

APPLICANT: _____

APPLICANT'S AGENT: _____

ADDRESS: _____

ADDRESS: _____

PHONE #: _____

PHONE #: _____

LOCATION OF PROPOSED PROJECT:

TAX MAP #: _____

TOWN: _____

Description of Proposed Project: _____

List all farm operations which are within an Agricultural District and are located within 500 feet of the boundary of the property which proposes a project. ("FARM OPERATION" means the land used in agricultural production, farm buildings, equipment and farm residential buildings.)

NAME: _____

NAME: _____

ADDRESS: _____

ADDRESS: _____

TAX MAP #: _____

TAX MAP #: _____

NAME: _____

NAME: _____

ADDRESS: _____

ADDRESS: _____

TAX MAP #: _____

TAX MAP #: _____

(For additional information, please use back of this sheet)

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State Environmental Quality Review (SEQR) ACT 6 NYCRR PART 617

The basic purpose of SEQR is to incorporate the consideration of environmental factors into the existing planning, review and decision-making processes of state, regional and local government agencies at the earliest possible time. To accomplish this goal, SEQR requires that all agencies determine whether the actions they directly undertake, fund or approve may have significant impact on the environment, and, if it is determined that the action may have a significant adverse impact, prepare or request an environmental impact statement.

With this in mind, the Town of Canajoharie recognizes its obligation to uphold the intent of the SEQR law. Any application to the Planning Board is subject to SEQR as a matter of law. Along with the Town's responsibility, an applicant also has responsibilities in completing the SEQR process. The depth of the review is based on the project as proposed by the applicant. The initial stage of the review is defined in 6 NYCRR PART 617. Any action (project) on the TYPE 1 list must complete Part One of a Full Environmental Assessment Form (EAF) (furnished upon request or online at <https://www.dec.ny.gov/permits/6191.html>), any action (project) on the Type 2 list is not subject to SEQR, and any action (project) not listed (UNLISTED) must complete Part One of a Short EAF (attached).

As the review is conducted by the Planning Board, certain environmental impacts may be identified. If these impacts are significant, the Planning Board will need to mitigate those through project change. The SEQR process must be completed prior to the issuance of a permit or approval.

Any cost incurred by the Town in completing the SEQR process is the responsibility of the applicant.

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SITE PLAN REVIEW FLOW CHART

