

## APPLICATION FOR SUBDIVISION APPROVAL

Submit in triplicate to: City Council, One Municipal Plaza, Suite One, Beacon, New York 12508

### IDENTIFICATION OF APPLICANT

*(For Official Use Only)*      Date      Initials

Name of Owner: \_\_\_\_\_

Preliminary application rec'd \_\_\_\_\_

Address: \_\_\_\_\_

Application Fee:

\_\_\_\_\_

\$ \_\_\_\_\_ for \_\_\_\_\_ lots

Phone: \_\_\_\_\_

Public notice published \_\_\_\_\_

Name of subdivier, if other than owner

Public hearing held \_\_\_\_\_

\_\_\_\_\_

Preliminary plat approved \_\_\_\_\_

Address: \_\_\_\_\_

Final plat approved \_\_\_\_\_

\_\_\_\_\_

Recreation fee                      \$ \_\_\_\_\_

Phone: \_\_\_\_\_

Performance Bond                      \$ \_\_\_\_\_

Name of Surveyor: \_\_\_\_\_

Plat signed by Chairman \_\_\_\_\_

Signature of Property Owner:

Plat filed w/County Clerk \_\_\_\_\_

\_\_\_\_\_

Filed map # \_\_\_\_\_

### IDENTIFICATION OF SUBJECT PROPERTY:

Improvements completed on \_\_\_\_\_

Subdivision Name or Identifying Title \_\_\_\_\_

Streets which property abuts: \_\_\_\_\_

Tax Map Designation: Section \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

Property lies in \_\_\_\_\_ Zoning District(s)

Property (does) (does not) connect directly into a (State) (County) highway.      [CIRCLE ONE]

Land in subdivision (is) (is not) within 500 feet of a Municipal boundary.      [CIRCLE ONE]

Total area of property is \_\_\_\_\_ Acres

The centerline of each proposed road has been staked, \_\_\_\_\_, or will be staked no later than \_\_\_\_\_

Lot corners have been identified with appropriate stakes \_\_\_\_\_

### ITEMS TO ACCOMPANY THIS APPLICATION - The required application fee is computed as follows:

For a subdivision creating a new road or roads – Base Fee	\$ 300.00
Number of lots shown on plat _____ x \$75 =	\$ _____
<b>TOTAL FEE</b>	<b>\$ _____</b>
For a subdivision without a new road or roads – Base Fee	\$ 300.00
Number of lots shown on plat _____ x \$75 =	\$ _____
<b>TOTAL FEE</b>	<b>\$ _____</b>

The required escrow fee is to accompany the application fee and is computed to be as follows:

Number of Lots	Amount of Initial Deposit
1 to 5	\$ 250.00
6 to 25	\$ 1,250.00
26 to 50	\$ 2,500.00
51 and over	\$ 100.00 Per Lot

**INFORMATION TO BE PROVIDED WITH APPLICATION**

- Eight (8) copies of the Subdivision Plat and/or Preliminary Construction Plans \_\_\_\_\_
- Proof of ownership by the applicant of the premises affected by this application. \_\_\_\_\_
- Certificate of title company covering all interests, liens and objections to title, if any \_\_\_\_\_

**INFORMATION TO BE PROVIDED FOR FINAL SUBDIVISION APPROVAL**

- a. The engineer’s estimate of the cost of construction of the subdivision streets and all other improvements shown on the final construction plans, (if a bond is to be filed). \_\_\_\_\_
- b. Formal offers of cession to the City of all streets and park areas not to remain private \_\_\_\_\_
- c. Written agreement permitting entry by the City \_\_\_\_\_
- d. Recreation fee of \$1,500 per lot. \_\_\_\_\_
- e. Proof of approval by the State Department of Transportation or County Department of Public Works, as appropriate, of the design and proposed construction of any intersection or proposed street on the plat with a State or County highway, if any \_\_\_\_\_
- f. Proof of approval by the appropriate utility companies and/or special districts having jurisdiction of the proposed locations of underground utilities and equipment \_\_\_\_\_

The undersigned applicant hereby requests approval by the Planning Board:

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# APPLICATION PROCESSING RESTRICTION LAW

## Affidavit of Property Owner

Property Owner: \_\_\_\_\_

If owned by a corporation, partnership or organization, please list names of persons holding over 5% interest.

\_\_\_\_\_

List all properties in the City of Beacon that you hold a 5% interest in:

\_\_\_\_\_

Applicant Address: \_\_\_\_\_

Project Address: \_\_\_\_\_

Project Tax Grid # \_\_\_\_\_

Type of Application \_\_\_\_\_

Please note that the property owner is the applicant. "Applicant" is defined as any individual who owns at least five percent (5%) interest in a corporation or partnership or other business.

I, \_\_\_\_\_, the undersigned owner of the above referenced property, hereby affirm that I have reviewed my records and verify that the following information is true.

1. No violations are pending for ANY parcel owned by me situated within the City of Beacon \_\_\_\_\_
2. Violations are pending on a parcel or parcels owned by me situated within the City of Beacon \_\_\_\_\_
3. ALL tax payments due to the City of Beacon are current \_\_\_\_\_
4. Tax delinquencies exist on a parcel or parcels owned by me within the City of Beacon \_\_\_\_\_
5. Special Assessments are outstanding on a parcel or parcels owned by me in the City of Beacon \_\_\_\_\_
6. ALL Special Assessments due to the City of Beacon on any parcel owned by me are current \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Title if owner is corporation

Office Use Only:	NO	YES	Initial
Applicant has violations pending for ANY parcel owned within the City of Beacon (Building Dept.)	___	___	___
ALL taxes are current for properties in the City of Beacon are current (Tax Dept.)	___	___	___
ALL Special Assessments, i.e. water, sewer, fines, etc. are current (Water Billing)	___	___	___

**CITY OF BEACON  
PRELIMINARY SUBDIVISION PLAT  
AND  
CONSTRUCTION PLANS SPECIFICATION FORM**

Name of Application: \_\_\_\_\_

<b>PLEASE INDICATE WHETHER THE SITE PLAN DRAWINGS SHOW THE SUBJECT INFORMATION BY PLACING A CHECK MARK IN THE APPROPRIATE BOXES BELOW.</b>		
	<b>YES</b>	<b>NO</b>
<b>PRELIMINARY SUBDIVISION PLAT</b>		
The preliminary plat shall be clearly marked "Preliminary Plat", shall be drawn to a convenient scale but not less than 1" = 100', and shall show the following information:		
Proposed subdivision name or identifying title, name and address of property owner and subdivider (if other than owner), name and address of the surveyor and/or engineer preparing the plan, scale, approximate true north point, and date.		
The approximate location and dimensions of all property lines, the total acreage of the proposed subdivision, the location of any zoning, special district or municipal boundary lines affecting the subdivision, and the names of owners of record of properties adjoining and directly across the street from the proposed subdivision.		
The location of all existing structures and pertinent features, including railroads, water bodies, water courses, wetlands, rock outcroppings, wooded areas, major trees, and stone walls, that may influence the design of the subdivision, plus accurate topography at a vertical contour interval of not more than two (2) feet. The topographic 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 satisfactory for the particular case.		
The location and status of existing streets, easements and rights-of-way (if any), proposals for the layout of new streets (including widths and approximate curve radii) and any proposed easements, rights-of-way and/or reservations.		
The names of existing streets and proposed names for new streets.		
The proposed arrangement of lots, including identifying numbers and approximate area and dimensions of each.		
Location, size and nature of any area proposed to be reserved for park purposes.		
A site location sketch, at a scale of 1" = 400', showing the general situation within 1,000' of the applicant's property with respect to surrounding properties and streets.		

PRELIMINARY SUBDIVISION (Continued)	YES	NO
Where the preliminary plat includes only a portion of an applicant's contiguous holding, the applicant shall also indicate, on a sketch at a scale of not less than 1" = 200', the probable future street system, lot arrangement and location of park and other reservations for the remaining portion of the tract. Such sketch shall be for the purpose of guiding the Planning Board in reviewing the proposed preliminary plat and shall include topographic data with a vertical contour interval of not more than two (2) feet plus any other information determined necessary by the Planning Board.		
<b>PRELIMINARY CONSTRUCTION PLANS</b>		
The preliminary construction plans shall be drawn at the same scale as the preliminary plat and shall include the following information.		
Location and sizes of any existing water, sewer, storm drainage and other utility lines and structures within and nearby the proposed subdivision.		
The proposed system for the provision of water supply and fire protection facilities, sewage disposal, stormwater drainage, and other utility services.		
Proposed street profiles and cross-sections showing the approximate grade of proposed streets, the relationship of existing to proposed grades, and the proposed grades, and the proposed vertical curvature along the center line of all new streets.		
Location of all existing and proposed monuments and other subdivision improvements.		

**CITY OF BEACON  
FINAL SUBDIVISION PLAT  
AND  
CONSTRUCTION PLANS SPECIFICATION FORM**

Name of Application: \_\_\_\_\_

<b>PLEASE INDICATE WHETHER THE SITE PLAN DRAWINGS SHOW THE SUBJECT INFORMATION BY PLACING A CHECK MARK IN THE APPROPRIATE BOXES BELOW.</b>		
	<b>YES</b>	<b>NO</b>
<p><b>FINAL SUBDIVISION PLAT</b></p> <p>The final subdivision plat shall be clearly marked "Final Plat", shall be drawn clearly and legibly on a transparent tracing cloth with black waterproof ink, at a scale no smaller than 1" = 100' but preferably at a scale of 1" = 50'. The sheet size shall not exceed 36" x 48". If the size of the proposed subdivision requires a drawing larger than this, two or more sheets may be submitted, with match lines clearly indicated, and an index map shall be prepared on the same size sheet. The final plat shall contain the following information:</p>		
Proposed subdivision name or identifying title, name and address of property owner and owner of record and of subdivider (if other than owner), certification and seal of the registered engineer or licensed land surveyor who prepared the plat, names of the owners of record of adjoining properties and of properties directly across the street, graphic scale, approximate true north point, and date.		
The names of all existing and proposed streets.		
The locations of all water bodies and water courses.		
The location of all existing buildings, including identification of all buildings to be removed as a condition of plat approval.		
The total acreage included in the entire subdivision, and the identification number and acreage of all lots and land reservations within the proposed subdivision.		
Location of all existing and proposed monuments.		
A site location map, at a scale of 1" = 400', showing the location of the subject property with respect to neighboring properties and streets.		
Notations explaining any drainage, sight, slope, road widening, park area or other reservations or easements, including any self-imposed restrictions or covenants.		
Endorsement of approval by the Dutchess County Health Department		
Plan for the provisional delivery of mail, as approved by the local postmaster.		
<p>Endorsement of owner as follows: Approved for filing: _____</p> <p>_____</p>		
Owner		Date

<b>FINAL SUBDIVISION PLAT (Continued)</b>	<b>YES</b>	<b>NO</b>
<p>Form for endorsement by Planning Board Chairman as follows:            Approved by Resolution of the Planning Board of the City of Beacon, New York, on the _____ day of _____, 20____, subject to all requirements and conditions of said Resolution. Any change, erasure, modification, or revision of this Plat as approved, shall void this approval.</p> <p>Signed this _____ day of _____, 20____, by</p> <p>_____</p> <p>Chairman</p> <p>_____</p> <p>Secretary</p>		
<b>FINAL CONSTRUCTION PLANS</b>		
<p>Final construction plans and profiles shall be prepared for all proposed streets and other required improvements. Plans shall be drawn at the same scale as the final plat and on the same size sheets, but not on the same sheets. The following information shall be shown:</p>		
<p>Plans and profiles showing the location and a typical cross-section of street pavements including curbs and gutters, sidewalks, manholes and catch basins; the location of street trees, street lighting and street signs; the location, size and invert elevations of existing and proposed sanitary sewers, storm water drains and fire hydrants; the location and size of all water, gas or other underground utilities or structures; and the location and design of any other required improvements.</p>		
<p>Profiles showing existing and proposed elevations along the centerline of all streets. Where a proposed street intersects an existing street or streets, the elevation along the centerline of the existing street or streets within one hundred (100) feet of the intersection, shall be shown. All elevations must be referred to established U.S. Government or approved local bench marks, where they exist within one-half (1/2) mile of the boundary of the subdivision.</p>		
<p>Where steep slopes exist, cross-sections showing existing and proposed elevations of all new streets every one hundred (100) feet at five (5) points on a line at right angles to the centerline of the street, said elevation points to be at the centerline of the street, each property line, and points thirty (30) feet inside each property line.</p>		
<p>Location, size, elevation, and other appropriate description of any existing facilities which will be connected to proposed facilities and utilities within the subdivision.</p>		



**Appendix C**  
**State Environmental Quality Review**  
**SHORT ENVIRONMENTAL ASSESSMENT FORM**  
**For UNLISTED ACTIONS Only**

**PART I - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)**

1. APPLICANT/SPONSOR	2. PROJECT NAME
3. PROJECT LOCATION: Municipality _____ County _____	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map)	
5. PROPOSED ACTION IS: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY:	
7. AMOUNT OF LAND AFFECTED: Initially _____ acres      Ultimately _____ acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No      If No, describe briefly	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open Space <input type="checkbox"/> Other Describe: _____	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input type="checkbox"/> Yes <input type="checkbox"/> No      If Yes, list agency(s) name and permit/approvals:	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input type="checkbox"/> No      If Yes, list agency(s) name and permit/approvals:	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____	

**If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment**

**PART II - IMPACT ASSESSMENT (To be completed by Lead Agency)**

A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR, PART 617.4? If yes, coordinate the review process and use the FULL EAF. <input type="checkbox"/> Yes <input type="checkbox"/> No	
B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If No, a negative declaration may be superseded by another involved agency. <input type="checkbox"/> Yes <input type="checkbox"/> No	
C. COULD ACTION RESULT IN <b>ANY</b> ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible) C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic pattern, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:  C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:  C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:  C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:  C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly:  C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly:  C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly:	
D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CRITICAL ENVIRONMENTAL AREA (CEA)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, explain briefly:	
E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, explain briefly:	

**PART III - DETERMINATION OF SIGNIFICANCE (To be completed by Agency)**

**INSTRUCTIONS:** For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed. If question D of Part II was checked yes, the determination of significance must evaluate the potential impact of the proposed action on the environmental characteristics of the CEA.

<input type="checkbox"/> Check this box if you have identified one or more potentially large or significant adverse impacts which <b>MAY</b> occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.	
<input type="checkbox"/> Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action <b>WILL NOT</b> result in any significant adverse environmental impacts <b>AND</b> provide, on attachments as necessary, the reasons supporting this determination.	
_____	_____
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)