10/12 TOWN OF VICTOR

APPLICATION FOR PRELIMINARY SUBDIVISION REVIEW

GENERAL INFORMATION

Planning Board Fee - $150.00 plus $15.00 per lot plus $50.00 per lot for engineering review per Chapter 27, REIMBURSEMENT OF FEES and the Town of Victor Fee Schedule. Engineering fees may exceed the amount set above. If engineering review exceeds the amount submitted at the time of this application, the applicant will be billed on a monthly basis and receive a copy of the Town Engineer's invoice.

As provided for in Chapter 27, REIMBURSEMENT OF FEES, all administrative expenses (i.e., legal, engineering) incurred by the Town in review and processing of the applications shall be charged back to the applicant as a fee related to the application submitted. Chapter 27 is available upon request.

Twelve (12) sets of full size plans, One (1) 11 x 17, (unless additional are requested) and the completed Application along with Letter of Intent must be submitted to the Planning Board Department FIVE (5) WEEKS prior to a scheduled Planning Board meeting.

Should there be a need for a Special District, the Town has established procedures for the implementation of Special Districts.

The subdivision should carry the name of the parcel for which it may be known.

The applicant must post a sign stating "PROPERTY UNDER REVIEW". The sign shall be obtained from the Planning Department at the time the application is submitted and must be posted at least one week prior to the Planning Board meeting date. FINAL APPROVALS MAY BE DELAYED IF THE SIGN IS NOT POSTED!

UPDATED DESIGN AND CONSTRUCTION STANDARDS FOR LAND DEVELOPMENT ARE AVAILABLE IN THE TOWN CLERK'S OFFICE. ASK THE SECRETARY TO THE PLANNING BOARD FOR THE MOST RECENT REVISION DATE.

Date_____Application No._____

Name _____

APPLICATION FOR "PRELIMINARY SUBDIVISION" REVIEW

DATE_____

APPLICANT'S NAME _____ PHONE #_____

ADDRESS_____

EMAIL ADDRESS _____

APPLICANT _____ OWNER _____

CONSENT HAS BEEN GRANTED BY THE OWNER FOR THIS APPLICATION ___YES ___NO

OPTION EXPIRES _____(PROOF OF CONSENT MUST BE SUPPLIED)

PREVIOUS PROPERTY OWNER _____

ADDRESS _____

NAME OF SUBDIVISION _____

LOCATION _____

TYPE OF SUBDIVISION ____RESIDENTIAL _____COMMERCIAL _____INDUSTRIAL

WATER BENEFITTED AREA _____YES _____NO SEWER DISTRICT _____

FIRE DISTRICT _____ ZONING DISTRICT _____

ACREAGE IN SUBDIVISION____ NUMBER OF LOTS TAX MAP #_____

NAME OF ENGINEER _____PHONE #_____

ADDRESS _____

EASEMENTS _____NO _____YES _____
(Brief Description)

DEED RESTRICTIONS ON PROPERTY _____
(Brief Description)

WILL SUBDIVISION BE DEVELOPED IN PHASES? _____NO ____YES ___

HOW MANY? _____

DATE FEE PAID _____

DATE_____ SIGNATURE _____

ADDRESS_____ PHONE _____

INFORMATION REQUIRED FOR PRELIMINARY SUBDIVISION PLAN REVIEW

The information listed below is required by the Town of Victor Planning Board prior to an application being deemed "complete" and prior to a public hearing being scheduled.

A complete application must be received by the Secretary to the Planning Board FIVE (5) WEEKS prior to a scheduled Planning Board meeting. This checklist is provided for informational purposes only, and is not to be "used" or "removed" and all items listed must be on the plan at the time of submittal.

Preliminary subdivision plan must show the following information:

1. ____Twelve (12) copies of plan; Plan not more than 34" x 44".

2._____Scale not less than 1" = 100'.

3._____If more than one sheet is required to show entire project, an index map should be provided.

4._____Date. 5._____North Arrow. 6._____Location Map (3" x 3")

7._____The approximate lines of proposed lots, the acreage contained in each lot and lot numbering.

8._____Owners of adjacent lands. 9._____Field survey of boundary lines of proposed lots.

10._____The approximate lines and purposes of proposed easements.

11._____The approximate location and dimensions of areas proposed for parks, playgrounds, or other pertinent open space.

12._____Subdivision name. 13._____Engineer's seal and signature.

14._____Owner's name, address and signature.

15._____Name, address and signature of designer. 16._____Deed descriptions.

17._____Property boundaries including bearings and distances.

18._____Location of property lines. 19._____Existing buildings.

20._____ Existing site features including bodies of water, water courses, swamps, creeks, springs, and woods.

21._____Existing culverts, water mains, storm sewers, sanitary sewers nearby and within the development, with their location, size type and approximate elevation and gradients.

22._____The location of any municipal boundary, existing special district lines and existing zoning and zoning district lines within the tract.

23._____Indications of any potentially non-conforming lots, showing required and actual area, yards and setbacks.

24._____Topographical features (contours with intervals of not more than five *(5)* feet).

25._____Street trees.

26._____Typical lot layout if utility services not shown for each lot.

27._____Finished floor elevations for each proposed house or building,

28._____Identify lots that are suitable for walk-out basements.

29._____Sewage disposal systems. 30.____Perk tests. 31.____Deep holes.

32._____Description and outline of existing trees and vegetation.

33._____Distance to the nearest major road or street intersection.

34._____Names of proposed streets. 35._____Grading plan of site.

36._____Approximate lines of utilities underground (electric, gas, telephone, water, sewer, etc.)

37._____On each page provide a 3' x 5" block on right side of the plan for Town use with a heading "Preliminary Subdivision" with two signature lines: Town Engineer and Planning Board Chairman.

38._____Fee included.

39._____Environmental Assessment Form, Part 1, Environmental Conservation Law (Part 617) must accompany this application.

40._____Proposed water supply. _____Public _____Wells

41. PUBLIC WATER SUPPLY INFORMATION REQUIRED:

_____Preliminary plan of water system including water main sizes and hydrant locations.

____Location and size of existing water main.

_____Location, size and material of proposed water services.

_____Meter pits provided for water services over 250 feet in length as measured from the house to the existing water main. Include Typical Detail on Detail Sheet.

_____Where polyethylene water services are proposed, copper tubing shall be used between the corporation stop and curb stop when the water service extends under the road.

42. PRIVATE WATER SUPPLY INFORMATION REQUIRED:

_____Location of wells, including yield and potability analysis.

____Note indicating well to be sampled for adequate quantity and required quality and that a laboratory report be furnished to the Town before a building permit is issued.

____Note requiring that the well driller's report, in the form required by the Town, be submitted to the Town before a building permit is issued.

_____Minimum required separation distances between well and subsurface sewage disposal systems and property lines.

_____Proposed sewer supply. _____Public _____Septic System

43. INDIVIDUAL SUBSURFACE SEWAGE DISPOSAL SYSTEMS INFORMATION REQUIRED:

_____Sewage disposal system including design data and construction details, evaluation of soil and groundwater conditions as specified in Section 2.5.3 of the Design and Construction Standards unless determined by Town Engineer that groundwater protection assessment is not required.

_____ Percolation and deep hole test results certified by Licensed Professional Engineer or Licensed Surveyor.

_____ Locations for two (2) percolation tests and a deep hole shown on plan for each proposed absorption field.

_____Percolation tests and deep holes used for design shall be witnessed by a representative of the Town Engineer.

_____Soils which have any percolation test results faster than 5 minutes per inch for any lots shall not be used for absorption fields and seepage pits.

_____Design of sewage disposal system should include basis of design, critical inverts for septic tank, distribution box and ends of leach lines and the size of the septic tank.

_____Garbage grinders require additional 250 gallons of septic tank capacity and 7 square feet of surface area.

_____Additional 50% of required absorption field area provided for expansion and replacement, and shown on plan.

_____Separation distance of 4 feet required between the bottom of the absorption field trench and seasonal high groundwater level, bedrock and impervious layer. Separation distance shall be shown on Typical Trench Detail.

_____Minimum separation distances for subsurface sewage disposal systems conform to the New York State Department of Health requirements.

_____Note included on the plan that the construction of the sewage disposal system shall be inspected and certified by the Design Engineer.

_____An area 10 feet beyond all sides of the absorption field indicated to be kept free of trees.

_____Clean-outs for building sewer laterals provided every 100 feet and at horizontal bends.

_____Locations of existing sewage disposal systems and water supply shown for parent parcel and adjacent lots.

_____Certification provided by Licensed Engineer that the existing sewage disposal system is functioning.

44. PUBLIC SANITARY SEWER SYSTEM INFORMATION REQUIRED:

_____Plans and profiles shall show manhole stationing, size of sewers, surface and invert elevations at manholes, grade of sewers between adjacent manholes, and details of all standard and special appurtenances and structures.

_____Sanitary sewers shown at sufficient depth to provide service to basements.

_____Sanitary manholes placed not more than 300 feet apart.

_____Vertical separation distance of 2 feet provided between parallel sanitary sewers and storm sewers to provide clearance for crossing of building sewer and drains.

_____Location and size of proposed sanitary sewer lateral.

45. DRAINAGE SYSTEM INFORMATION REQUIRED:

_____Drainage study map. _____Plan of storm drainage system.

_____Calculations for sizing of storm sewers, culverts, and channels.

_____Storm sewer manholes placed not more than 300 feet apart.

_____Runoff calculations for the undeveloped site based on a 10 year storm frequency.

_____Runoff calculations for the developed site based on a 10 year storm frequency.

_____Calculations for determination of storage volume required.

_____Storage volume provided.

_____Design high water level elevations for storm frequencies being evaluated.

_____Controlled outlet structure provided for design year flows.

_____Anti-vortex device and trash rack provided for outlet structure.

_____Outlet pipe sized to handle flows in excess design flows.

_____Calculations for flow through outlet structure that shows a gradual release in flow from the pond not to exceed the existing flow.

_____Controlled overflow provided for flows in excess of design storm flows.

_____Calculations should be provided for the sizing of weir, trickle tube, and the inlet and outlet pipes for the outlet structure,

_____Invert elevations for the inlet and outlet pipes, orifices and top of the outlet structure and the elevation of the overflow spillway.

_____Minimum 3 feet of freeboard provided above design high water level.

_____Controlled overflows using emergency spillways designed with spillway crest no less than 2 feet below top of pond embankment and 1 foot above design high water level.

_____Cross-section through detention pond from inlet to outlet including the elevation of the top of embankment and design high water level.

_____Concrete gutter provided in pond bottom to carry low flows.

_____Pond embankments minimum side slope of 1V:3H.

_____Seepage control collars provided for piping through pond embankment.

_____Evaluation of the effect of flows in excess of design flows on detention facility and outlet structure.

_____Evaluation of the downstream facilities to determine if the existing facilities have sufficient capacity to accept the anticipated concentrated flows from the proposed project.

46. SEDIMENT AND EROSION CONTROL INFORMATION REQUIRED:

_____A preliminary grading plan of the site, showing locations and approximate size of cuts and fills and cross sections for any fmal grading steeper than three (3) horizontal to one (I) vertical.

_____A tracing overlay showing soils and their classification and those areas, if any, with moderate to high susceptibility to erosion. For areas with potential erosion problems, the developer shall also include a description and outline of existing vegetation.

_____Preliminary erosion control plan including details of standard and special structures.

_____Rip rap provided at the ends of storm sewers where discharge is into swales, turf-lined channels and detention pond.

47. STREETS AND ROADS INFORMATION REQUIRED:

_____Existing street immediately adjoining and within the development and the distance to the nearest major street intersection.

_____The approximate lines and grades of proposed streets and sidewalks, and the names of the proposed streets.

_____Maximum grade of 8% for local streets. Refer to appropriate sections of the Design and Construction Standards for additional information regarding design.

_____Temporary turnarounds provided at temporary dead ends of subdivision roads.

_____Sight distances indicated. _____Driveway locations shown.

_____Maximum driveway grade not to exceed 10%.

_____Adequate foundation course for driveway to support emergency vehicles provided for proposed driveways which exceed 200 feet in length or have a non-linear alignment. Vehicle turnarounds also provided.

48. PRELIMINARY ENGINEERING REPORT INFORMATION REQUIRED:

_____A preliminary engineering report is required as part of the preliminary plan review for all major subdivisions and shall include, as a minimum, the following information:

_____Basic project information including total acreage, number of lots, minimum lot size, estimated population, phasing of project, and general description of proposed development.

_____Water system preliminary design including estimated consumption, source of supply, pressures, and computation of required and available fire flows. If private wells are proposed, supplementary data relative to water supply and test wells shall be provided and certified by the Developer's Engineer.

_____Sanitary sewer system preliminary design including estimated flows, summary of design data, and evaluation of soil and groundwater conditions as specified in Section 2.5.3 of the Design and Construction Standards.

49. PRELIMINARY DRAINAGE REPORT INFORMATION REQUIRED:

A preliminary drainage report is required as part of the preliminary drainage plan for all major subdivisions and for other projects when necessary in the opinion of the Engineer for the Town, and shall include as a minimum the following information:

_____Run-off calculations from the undeveloped site and from the developed site.

_____Storm sewer, culvert and channel sizing, showing the basis of design.

_____Erosion control plan including run-off control measures during grading and construction to limit erosion and sedimentation.

_____Design of storm water detention facilities. _____Intended method of storm water disposal.

_____Submit a Stormwater Management Report for projects proposing 15,000 square feet of additional pavement and rooftop or 6,000 square feet of additional parking area.

Statement of Applicant and Owner with Respect to Reimbursement of Professional and Consulting Fees

In conjunction with an application made to the Town of Victor, the undersigned states, represents and warrants the following:

1. I/We am/are the applicant and owner with respect to an application to the Town of Victor.

2. I/We have been advised of, are aware of and agree to comply with the obligation to reimburse the Town of Victor for any and all professional and consulting fees incurred by the Town in conjunction with this and any other applications by me/us, including but not limited to engineering and/or legal fees, all as more fully set forth in the Victor Town Code.

3. I/We have been provided with, or have otherwise reviewed the Victor Town Code provisions related to the obligation to reimburse the Town with respect to professional and consulting fees, and agree to comply with the same.

3. I/We understand that this obligation shall not be dependent upon the approval or success of the application.

4. I/we further agree that in the event the Town of Victor is required to refer for collection an outstanding debt for such professional and/or consulting fees due to the Town of Victor, I/we shall be obligated to pay the reasonable attorney's fees incurred as a result of the Town's efforts to collect such fees. Reasonable attorney's fees shall also include any and all disbursements that may result from the commencement of litigation.

5. Each party to the application, including the applicant and the owner, shall be jointly and severally liable for all consulting and professional fees and expenses incurred in conjunction with the application.

Applicant: _____

By: _____

Title: _____

Dated: _____

Owner: _____

By: _____

Title: _____

Dated: _____