

Application #: _____
Date: _____

**Town of Minden
Subdivision Application**

Application Fee: \$30.00 per lot

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

Applicant: _____
Address: _____
Phone: () _____

Property Owner: _____
(if different)
Address: _____
Phone: () _____

Professional Advisor: _____
(surveyor)
Address: _____
Phone: () _____
License #: _____

Contact Person: _____
Address: _____
Phone: () _____

Property Location:

Address: _____
General Location: _____

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

-The Applicant must submit (with this application) all the required information as described on the Subdivision Submission Requirement Checklist (see 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 Town of Minden Subdivision Law, and/or State Law (SEQR, Ag & Markets, etc.).

Applicant Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____
(if different)

Application #: _____
Date: _____

For Office Use Only:

Subdivision Name: _____
Application Fee: \$ _____

Other Fees: _____
Describe: _____
\$ _____
\$ _____

Total Amount Received: \$ _____
Date Received: _____
Check #: _____
Received By: _____

For Planning Board Use Only

The Planning Board held a Public Hearing on _____ (Day) of _____
(Date), _____ (Year) in consideration of this application.

The application is hereby:

- Approved
- Approved with Modifications
- Disapproved

Modifications and Comments:

Chairperson, Town of Minden Planning Board

Date

Town of Minden
Subdivision Submission Requirement
Checklist

Subdivision shall be prepared by a land surveyor duly licensed by the State of New York at a scale of one inch (1") to fifty feet (50') or one inch (1") to twenty feet (20') or less and on appropriate material. Maps must be a minimum of eight and one half inches by eleven inches and a maximum of thirty-four inches.

Subdivision Submission shall include:

- _____1) A completed and signed Subdivision Application (including this checklist and all information required hereon including submission requirements of Sections 77-30, 77-31, and 77-32).
- _____2) If the property is a farm operation within a NYS Agricultural District **or** with boundaries within 500 feet of a farm operation within a NYS Agricultural District, the applicant must complete and submit (with this application) an Agricultural Data Statement (NYS Ag. & Markets) (see attached Appendix A).
- _____3) A completed part 1 of an Environmental Assessment Form (either short or full form, depending upon the nature of the proposal and in conformance with the New York State Environmental Quality Review Act SEQR (6 NYCRR 617), see attached forms in Appendix B.
- _____4) Copy of tax map(s)
- _____5) Existing restrictions on the use of land including easements, covenants and land-use regulations.

In addition, each submitted Subdivision Plat shall include:

- _____6) Subdivision name; the tax map section, block and lot number(s); scale; north arrow; location map showing on a tax map, USGS map or street map the general location of the plat, and date.
- _____7) Name and address of the owner of record, developer, and seal of licensed land surveyor.
- _____8) Subdivision boundaries.
- _____9) Contiguous properties and name of owners.
- _____10) Existing and proposed roads, sidewalks, utilities, structures, parking lots, and drainage systems.
- _____11) Water courses, marshes, wooded areas, public facilities and other significant physical features on or near the site.

- _____12) Proposed layout of lots, including lot widths and depths, road layout, open space, drainage, water supply, and sewage disposal facilities.
- _____13) Land contours at ten foot intervals, or other suitable indicators of slope.
- _____14) Proposed alterations of existing topography.
- _____15) Total acreage of subdivision and number of lots proposed.

In addition, see sections 77-30, 77-31, and 77-32 for specific submission requirements of minor subdivision and major subdivision.

**Town of Minden
Subdivision Approval Checklist**

Subdivision Name: _____

**Date
Completed**

If Minor Subdivision:

- Applicant submits five (5) copies of the minor subdivision plat and application to the Chairman of the Planning Board accompanied by the required fee _____
- Planning Board reviews Subdivision Application and declares intent to be Lead Agency (SEQR); sets public hearing date and notifies applicant _____
- Hold Public Hearing _____
- Planning Board completes SEQR process, and files all documents as required by law _____
- Planning Board approves, conditionally approves, disapproves Minor Subdivision _____
- Planning Board files all documents as necessary _____

If Major Subdivision:

- Applicant submits five (5) copies of the Preliminary Plat and Application to the Chairman of the Planning board accompanied by the required fee _____
- Planning Board reviews Preliminary Plat and application and declares intent to be Lead Agency (SEQR); sets public hearing date and notifies applicant _____
- Hold Public Hearing _____
- Planning Board completes SEQR process; and files all documents as required by law _____
- Planning Board conditionally approves or disapproves the preliminary plat _____
- Applicant submits five (5) copies of the Final Plat to the Secretary of Planning Board _____
- Hold Public Hearing (Optional) _____
- Planning Board approves, conditionally approves, disapproves Final Plat _____

Appendix A - Agricultural Data Statement Compliance

PROCESSING AN AGRICULTURAL DATA STATEMENT

(Pursuant to Section 305-a of the Agriculture 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 locations,
 - 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 of farm operations within the subject agricultural district.

Procedural Considerations

- A map of the Town's Agricultural District(s) should be well displayed within the municipal office where land use applications are submitted. The map will benefit both the applicant and municipal review officer in determining the

Appendix A - Agricultural Data Statement Compliance

location of the subject parcel. An Agricultural District Map can be obtained from either the County Planning Department or Clerk of the County

Legislative Body. Tax map identification numbers of all parcels within a district are listed and are on file at either the County Real Property Tax Office or the County Clerk's Office.

- The local reviewing board should ascertain present and future farming conditions to ensure the proposed land use does not conflict with current or future farming activities. A farmer's knowledge of local agricultural conditions is fundamental for the local reviewing board's evaluation and determination of appropriate mitigation measures and whether the action proposed will conflict with farming practices.
- The County Agricultural and Farmland Protection Board may assist local reviewing boards in project evaluation. Members of the Board include the County Planning Directors, a County Cooperative Extension Agent and the Chair of the County Soil and Water Conservation District's Board of Directors.
- A copy of the completed ADS and action by the local reviewing board should be submitted for its records to: Montgomery County Agricultural and Farmland Protection Board, PO Box 1500, County Annex Building, Fonda, NY 12068.

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 NO.: _____

PHONE NO.: _____

LOCATION OF PROPOSED PROJECT:

TAX MAP NUMBER: _____

TOWN: _____

ROAD: _____

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 No. _____

Tax Map No. _____

NAME: _____

NAME: _____

ADDRESS: _____

ADDRESS: _____

Tax Map No. _____

Tax Map No. _____

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

Appendix B – SEQR Compliance

SEQR State Environmental Quality Review 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 adverse 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 Minden 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 EAF (attached), 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.