

To: Applicant/Sponsor for Subdivision, Site Plan Review, or Lot-Line Adjustment

From: Town of Cape Vincent Planning Board

Enclosed are the guidelines and application forms for a subdivision, site plan review, or lot-line adjustment. If you have questions or require assistance with the application, please contact the Chair of the Planning Board, Robert Brown at 315-654-4083.

Depending upon the type of action you take, it is recommended that you purchase a copy of the Town of Cape Vincent Subdivision or Zoning Laws from the Town Office at 1964 NY State Rte 12E. These Laws can assist you in determining the application requirements and procedures followed by the Planning Board during the review process.

When you complete the application, contact the Chair of the Planning Board for an appointment to submit the application. Only the Chair or the Secretary is authorized to accept the application. Applications must be submitted at least seven days before the next regularly scheduled Planning Board meeting. Meetings are held the second Wednesday of each month at the Recreation Park Building at 602 S. James Street, Cape Vincent.

Review fees are as follows:

ACTION	FEE
Lot-Line Adjustment	\$75
Subdivision (plus any additional legal fees)	
Minor	\$150
Major (per lot)	\$200
Site Plan Review	\$250

The Planning Board has the right to require the applicant to establish a discretionary fund based upon the nature of the project.

Consultation fees, if any, may be added to the cost of the review. The fee must be submitted with the application, payable to the Town of Cape Vincent.

# TOWN OF CAPE VINCENT

## APPLICATION FOR MAJOR SUBDIVISION APPROVAL

The Application for Major Subdivision Approval consists of Parts A and B, and Environmental Assessment Form as required by the State Environmental Quality Review Act (SEQRA), an Agricultural Data Statement, Water and Septic Statement, and payment of application fees, as established by Resolution of the Town Board.

Refer to the Town of Cape Vincent Subdivision Law for details of the application and review process.

### PART A: PROJECT DESCRIPTION

Provide the information requested to assure a clear understanding of the proposed project. Attach supplemental information if necessary.

1. Owner(s) name, address, and telephone number.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
2. Name, address, telephone number and license number of professional advisors (individual/firm) responsible for subdivision plat preparation:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Subdivision location and name: \_\_\_\_\_  
\_\_\_\_\_
  
4. Provide a copy of tax map(s) for project parcel(s).
  
5. Briefly describe the subdivision, including the items listed below. This information will supplement the plat map required in Part B. Use additional space if needed to clearly explain the project.
  - a. Total acreage.
  - b. Number of lots proposed.
  - c. Existing structure(s), type, and dimensions.
  - d. Any areas to be dedicated to open space, stream corridor protection buffers, or other public use and the conditions of such use.
  - e. Deed restrictions and covenants (provide a copy).
  - f. Access to the property.

OVER

- g. Evidence of legal ownership.
- h. Status of all permits, including NYS DOT, DOH, and DEC permits, as required for highway permits, water and sewage system approvals.
- i. Ponds, streams, and other drainage features located on or adjacent to the subdivision property.

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**PART B: PLAT MAP REQUIREMENTS**

The following information must be submitted for *Major* Subdivision approval.

1. Three (3) copies of a plat map drawn to scale shall be submitted with all applications for subdivision approval. A copy of the plat must be filed with the County Clerk by the owner within 30 days upon Final Plat approval by the Planning Board. The following information must be provided:
  - a. Subdivision name, scale, North arrow, and date. The scale must be either one inch (1") to fifty feet (50'), one inch (1") to one hundred feet (100'), or one inch (1") to two hundred feet (200').
  - b. Subdivision boundaries.
  - c. Adjoining property owners' names.
  - d. Ponds, streams, water courses, drainage ditches, underground utilities, marshes, wetlands, wooded areas, scenic views, public facilities, and other significant physical features on or near the site.
  - e. Proposed pattern and dimension of lots including lot width, depth, and area; roads and sidewalks; open space; drainage facilities; design and location of all water supply and on-site sanitation facilities, in accordance with Article 5, Sections 540 and 550 of the Town of Cape Vincent Subdivision Law; hydrants and other utilities. Provide cross-sections of sidewalks, curbs, and roads, and indicate existing facilities in relation to proposed facilities.
  - f. Land contours at two- (2) foot intervals, or other suitable indicator of slopes. Clearly display proposed alterations of existing topography.
  - g. Sufficient data acceptable to the Planning Board to readily determine the location, bearing, and length of every road right-of-way, lot line, easement lines, and boundary line; such data shall be sufficient to allow for the reproduction of such lines on the ground.
  - h. Additional information as deemed necessary by the Planning Board.

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Applicant Signature

Owner Signature

Date

# Town of Cape Vincent

## Water and Septic Statement

The following is an example of the Water and Septic Statement which, those wishing to subdivide must provide to the Planning Board at the time of application for a subdivision.

I, \_\_\_\_\_, will notify the buyer (or buyers) that the water supply may NOT be available by normal means, i.e., drilled well and that an alternate water system may be required.

I, \_\_\_\_\_, will notify the buyer (or buyers) that a Perk Test will be required in order to obtain a Building Permit and, if the Perk Test does not meet New York State Code, an alternate (other than normal leach filed) system will be required.

617.20  
Appendix B  
Short Environmental Assessment Form

**Instructions for Completing**

**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.

<b>Part 1 - Project and Sponsor Information</b>				
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?			NO	YES
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.			<input type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency?			NO	YES
If Yes, list agency(s) name and permit or approval:			<input type="checkbox"/>	<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				



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	YES
	<input type="checkbox"/>	<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	YES
	<input type="checkbox"/>	<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	YES
	<input type="checkbox"/>	<input type="checkbox"/>
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>		
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?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<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, waterbodies, 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 environmental 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)

PRINT



# Town of Cape Vincent

## AGRICULTURAL DATA STATEMENT

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This Statement is to be submitted with all applications required for Site Plan Review approval, Use Variance, or Subdivision review for proposed projects occurring within an agricultural district or with 500 feet of a farm operation in an agricultural district (reference Town Law X.283-a\*). For information and maps regarding Cape Vincent's agricultural districts, contact the Planning Board or the Zoning Enforcement Officer.

This information will be used to evaluate the possible impacts of the proposed project upon the farm operations within the agricultural district.

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**APPLICANT NAME:** \_\_\_\_\_

**ADDRESS & PHONE NUMBER:** \_\_\_\_\_

\_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

**PROJECT DESCRIPTION:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List the name and address of all agricultural district farmland owners within 500' of the proposed project. Attach a tax map or clearly drawn map showing the proposed project location relative to the farm operations. Owners of land as identified in the Agricultural Data Statement will receive written notice of the proposed project. The Applicant is responsible for the cost of mailing the notice.

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_

\*Farm operation as defined by Agriculture and Markets Law, Article 25-AA, means the land used in agricultural production, farm buildings, equipment, and farm residential buildings.

# Jefferson County Clerk's Office

175 Arsenal St.  
Watertown, N.Y. 13601


Land Records FAX (315)785-5145  
Court Records FAX (315)779-5990  
DMV FAX (315)785-5048

**Gizelle J. Meeks**  
County Clerk/ RMO  
(315) 785-3312  
gmeeks@co.jefferson.ny.us



**Jaime S. Thompson**  
Deputy Clerk  
(315) 785-3312  
jthompson@co.jefferson.ny.us

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TO: Jefferson County Towns, Villages and City of Watertown  
FROM: Gizelle J. Meeks, Jefferson County Clerk   
DATE: April 22, 2015  
RE: Survey Map Affidavit

Effective immediately, the attached Survey Map Affidavit is required to be completed for every map filed within the Jefferson County Clerk's Office. This affidavit is similar to those that are already implemented in other counties throughout New York State. Maps presented without this affidavit will not be filed. This Affidavit will replace the current notices that are being sent out to your offices.

Thank you in advance for your assistance with this matter. Should you have any questions or concerns, please do not hesitate to contact my office.

GJM/jst

**JEFFERSON COUNTY, STATE OF NEW YORK**  
**Survey Map Affidavit**

MAP # _____
DATE FILED: _____

For filing Survey Maps at the Jefferson County Clerk's Office:  
1 Mylar & 2 paper maps required. **MUST BE ORIGINALS.**  
Minimum: 8 ½" x 11" / Maximum: 34" x 44"

Title of Survey Map \_\_\_\_\_

Property Owner's name at time of filing \_\_\_\_\_

Tax Map # \_\_\_\_\_ Town/Village/City \_\_\_\_\_ Acres Involved \_\_\_\_\_

Name of Surveyor \_\_\_\_\_ Date of Map \_\_\_\_\_

1. Does this survey map divide an existing parcel? YES \_\_\_\_\_ NO \_\_\_\_\_  
If NO, continue to #4.
2. Is local subdivision approval required? YES \_\_\_\_\_ NO \_\_\_\_\_  
If YES, name of Planning Board Official that signed map:  
Name \_\_\_\_\_ Date of Signature \_\_\_\_\_
3. Does the map create five or more lots that are five acres or less? YES \_\_\_\_\_ NO \_\_\_\_\_  
If YES, NYS Department of Health approval is required prior to filing.
4. Does this map amend or correct a map already on file? YES \_\_\_\_\_ NO \_\_\_\_\_  
If YES, File # or original map: \_\_\_\_\_

To the best of my knowledge the above information is correct. I hereby represent that if this map divides an existing parcel, I have consulted with the town, city or village clerk and I state that all approvals required by law have been complied with and that the approvals are noted on the survey map. *Notice: In a written statement filed with the County, any person who knowingly makes a false statement which such person does not believe to be true has committed a crime under the laws of New York State punishable as a Class A Misdemeanor (PL Sec. 210.45).*

Signature of Filer: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Filer: \_\_\_\_\_

State of New York  
County of Jefferson

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public