

TOWN OF ROMULUS
SUBDIVISION APPLICATION INSTRUCTIONS

In order to better process your request for a Subdivision, it is highly recommended that you follow these guidelines:

- **Refer to the Subdivision regulations found on the town website under "Documents"**
- **Fill out the application form completely (please print legibly)**
- **Fill out the SEQR (New York State Environmental Review) form completely (please print legibly)**
- **Fill out the Agricultural Data Sheet (if applicable) (please print legibly)**
- **Provide seven (7) maps of proposed subdivision**
- **Submit completed documents along with the \$75 application fee to the Town Office. Please provide seven (7) copies**

Since the Town of Romulus Planning Board needs sufficient time to review our application, you are required to submit it at least three (3) weeks prior to the next scheduled Planning Board meeting. The \$75 application fee adopted by the Town Board effective September 1, 2019. Generally, the Planning Board meets on the first Monday of each month. Check the Town website at: romulustown.com for dates, times and further information.

Town of Romulus, 1435 Prospect Street, Williard, NY 14588 607-869-9326

Monday – Thursday 7:30 AM to 4 PM

Friday 7:30 AM to 12 Noon

romulustown.com

TOWN OF ROMULUS
Application to the Town of Romulus Planning Board
For Review and Approval of Major, Minor or Rural Sub-Division

Application Fee Paid \$ _____ Date of Receipt of Fee by Town _____

Application Number _____ Date Application Received by Town _____

Application must be presented at least 10 days before the next scheduled Planning Board Meeting in order to be on the agenda for initial review.

1. Owner's Name (if more than one, list all)

Owner's Address _____

Owner's Phone _____

Owner's Email _____

If more than one owner please attach above information for all owners.

2. Sub-Divider (if owner please state, if agent or other relation please state details and attach)

Please circle one: I am the owner. I am the agent for the owner

Name _____

Address _____

Phone _____

Email _____

3. Licensed Land Surveyor or Engineer

Name _____

Address _____

Phone _____ Email _____

Location of Proposed Sub-Division (List all if more than one parcel is affected at the subdivision.)

- 4.

TAX MAP # _____

PHYSICAL ADDRESS: _____

CURRENT ZONING OF THE PROPERTY _____

CURRENT USE OF THE PROPERTY _____

5. **Description of your intent and purpose of the Proposed Sub-Division**

6. **Easements or Other Restrictions on Property including covenants and zoning district boundary lines.**

7. **List any special feature of the existing property (e.g., steep slopes, views, streams, trees, buildings or other improvements) and how the sub-division would affect them.**

8. **Description of neighborhood land use**

9. **Describe how the Sub-division would affect adjoining properties.**

10. **List Names and Addresses of Owners of Abutting Properties, including those across existing streets, or property which may be located in a neighboring Town. Attach additional pages if needed.**

11. **The landowner (applicant) must submit supporting materials with application, including plans, neighborhood use and any other materials that will assist the Planning Board to understand and to make an informed decision. The Planning Board may require additional material beyond that listed on this application.**

12. Seven (7) copies of application and all materials are required.
13. All applicants are instructed to review the Town of Romulus Subdivision Regulations located on the Town website. Additional information may be required by the Planning Board. This application form is to provide preliminary information to the Planning Board.

SUPPORTING MATERIALS (Check all that are included.)

- Survey and supporting drawings
- Photos
- All utilities available and all streets as they appear on the official map, if one exists.
- Proposed pattern of lots (with dimensions), street layouts, recreation areas, and systems of drainage, sewage, and water supply within the subdivided area.
- Other (List) _____

Signature of Applicant (s) _____

Date _____

Town of Romulus Planning Board

AGRICULTURAL DATA STATEMENT

Per § 305-a of the New York State Agriculture and markets law, any application for a special use permit, site plan approval, use variance or subdivision approval requiring municipal review and approval that would occur on property within a New York State Certified Agricultural District containing a farm operation or property with boundaries within 500 feet of a farm operation located in an Agricultural District shall include an Agricultural Data Statement.

1. Name of Applicant _____
Address _____
2. Project Name/Location _____
3. Description of proposed project _____

4. Tax Parcel Number(s) _____
5. Number of total acres involved with project _____
6. Number of total acres presently in Tax Parcel _____
7. How much of the site is currently farmed? _____ Acres
8. Please identify who is farming the site. _____
9. Please indicate what your intentions are for use of the remainder of the property over:
Five years _____
Ten years _____
Twenty years _____
10. Who will maintain the remainder of the property not being used for this development? _____

11. Please indicate crop(s) or vegetational cover for the site. _____
12. Are there any drainage ways or underground tile systems located on the site: _____
Will this project alter existing drainage patterns? _____ If yes, please describe.

13. Is the parcel included in a farm plan prepared by the Seneca County Soil and Water District of the USDA Soil Conservation Service?
Are federally funded cost sharing practices in place for the parcel? _____

Name of program(s) _____

14. Is the parcel currently granted an agricultural tax exemption? _____ Yes _____ No

Signature of Applicant _____ Date _____

FOR TOWN USE ONLY

NOTE: This form and a map of the parcel(s) should be mailed to County Planning as part of the GML m and n referral. It should also be mailed to property owners within 500 feet of the property boundary along with the:

Notice of Public Hearing (Attach list of Property Owners within 500 feet).

Name of Town Staff Person: _____ Title: _____

Date Referred to County Planning: _____

Short Environmental Assessment Form

Part 1 - Project Information

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.

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

	NO	YES	N/A
5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?		NO	YES
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	<input type="checkbox"/>	NO	YES
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input type="checkbox"/>	NO	YES
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	<input type="checkbox"/>	NO	YES
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	<input type="checkbox"/>	NO	YES
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	<input type="checkbox"/>	NO	YES
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input type="checkbox"/>	NO	YES
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	<input type="checkbox"/>	NO	YES
	<input type="checkbox"/>		
	<input type="checkbox"/>		

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:		
<input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO <input type="checkbox"/>	YES <input type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, briefly describe: _____ _____		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____ _____	NO <input type="checkbox"/>	YES <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 <input type="checkbox"/>	YES <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 <input type="checkbox"/>	YES <input type="checkbox"/>
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		

Project:

Date:

Short Environmental Assessment Form
Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.

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"/>
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"/>

Project:

Date:

Short Environmental Assessment Form Part 3 Determination of Significance

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 FORM