



TOWN OF ROMULUS

Subdivision Application

Please print all Information. Submit the completed form and the appropriate fee to:

Town Clerk, Town of Romulus, P.O. Box 177, Willard, NY 14588

Fees are non-refundable. Payment may be made by personal check or money order payable to "Town of Romulus". The current fee schedule is available on the Town of Romulus website (www.romulustown.com) or by calling the main office (607 869-9326).

Please follow these guidelines:

- Ensure that your proposed subdivision is allowable (refer to the Town of Romulus Zoning Code, Subdivision Regulations, and consult with the Code Enforcement Officer)
- Complete and include the New York State Environmental Quality Review (SEQR) form
- Complete and include the Agricultural Data Statement form (if applicable)
- Provide maps of the proposed subdivision. Maps must be created by a certified surveyor and must have a seal stamp from the surveyor.
- Provide seven (7) copies of all documents

Please submit your application at least three (3) weeks prior to the next scheduled Town of Romulus Planning Board meeting. A Public Hearing will be required and will be scheduled by the Planning Board after receipt and review of all documentation. Check the Town website at www.romulustown.com for dates, times, and further information or contact a Planning Board member. Incomplete applications cannot be considered by the Planning Board.

The applicant must submit supporting materials with the application, including plans and any other materials that will assist the Planning Board to understand and to make an informed decision. This application is to provide preliminary information to the Planning Board. The Planning Board may require additional material beyond that listed on this application.



TOWN OF ROMULUS

Subdivision Application

1. Property Owner

Name	
Mailing Address	
City, State, Zip	
Telephone	Email

2. Applicant (if different than Property Owner)

Name	
Mailing Address	
City, State, Zip	
Telephone	Email
Details of relationship to Owner	

3. Licensed Land Surveyor or Engineer

Name	
Address	
City, State, Zip	
Telephone	Email

4. Site Location (list all if more than one parcel)

Address
City, State, Zip
Tax Map ID
Current Zoning
Current Use

Please provide additional sheets as necessary.



TOWN OF ROMULUS

Subdivision Application

5. Description of intent and purpose of the proposed subdivision

6. Easements or other restrictions on the property including covenants and zoning district boundary lines

7. List any special features of the existing property (steep slopes, views, streams, trees, buildings, or other features) and how the subdivision would impact them

8. Description of neighborhood land use

9. Description of how the subdivision would affect adjoining properties



TOWN OF ROMULUS

Subdivision Application

10. 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.

Supporting Materials

- Survey and supporting drawings
- Photos
- All available utilities 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 (please list)

I certify, to the best of my knowledge and belief, the statements contained in this application, together with the plans and specifications submitted, are true and complete.

I have read the applicable sections of the Town of Romulus Zoning Ordinance.

I do hereby permit officials and/or consultants of the Town of Romulus to enter the property described herein to complete a thorough review of this application.

Any additional documentation required by the applicable sections of the Town of Romulus Zoning Ordinance is included (please see Addendum A).

Signature(s) of Applicant(s)

Date

Internal Use Only

Date Paid

Amount Paid

Cash

Check – Check No.

Date Received



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Subdivision Application

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. Applicant	
Name	_____
Mailing Address	_____
City, State, Zip	_____
Telephone	Email
2. Project Name/Location	
3. Description of Project	
4. Tax Parcel Number(s)	
5. Total acres involved with project	6. Total acres presently in Tax Parcel
7. Acres currently farmed	8. Who is farming the site?
9. Intentions for use of remainder of property over	
five (5) years	_____
ten (10) years	_____
twenty (20) years	_____
10. Who will maintain the remainder of the property not being used for this development?	
11. Indicate the crop(s) or vegetational cover for the site	
12. Are there any drainage ways or underground tile systems located on the site <input type="checkbox"/> Yes <input type="checkbox"/> No Describe how this project will alter existing drainage patterns	



TOWN OF ROMULUS

Subdivision Application

Agricultural Data Statement (continued)

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(s) of program(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
14. Is the parcel currently granted an agricultural tax exemption	<input type="checkbox"/> Yes <input type="checkbox"/> No

Signature(s) of Applicant(s)

Date

Internal Use Only

This form and a map of the parcel(s) will be mailed to the Seneca County Planning Board as part of the New York State General Municipal Law Article B Section 239-m and n referral. It will also be mailed to property owners within 500 feet of the property boundary along with the Notice of Public Hearing (attach list of affected property owners).

Town Staff Name and Title

Date Referred to Seneca County Planning Board