

Town of Rossie
908 County Route 3
Redwood, New York
13679

315-324-5166

Application for Subdivision Permit

Date Received: _____

Date Approved: _____

Date Denied: _____

Date Expired: _____

Applicant Information

1. Name: _____
2. Address: _____
3. Phone Number: _____
4. Email: _____

Property Owner Information

1. Address: _____
2. Phone Number: _____
3. Email: _____
4. Tax Parcel ID Number: _____
5. If owner is not the applicant, is applicant authorized to apply for this subdivision? Yes _____ No _____
6. Is this a subdivision for which a previous plat has been filed: Yes _____ No _____
 - a. If yes, list the date it was filed: _____
7. Description of the proposal: _____

8. Certification:

I hereby certify that the information presented herein and attached to this form is true and accurate to the best of my knowledge and constitutes my formal application for subdivision plat approval pursuant to Local Law No. 1 for 1985 for the Town of Rossie, NY. I further certify that I am aware of the following approvals which may be necessary and that the filing of this application does not relieve me of my responsibility to comply with said approvals.

New York State Uniform Fire Prevention and Building Code New York State Department of Health:

Public Health Law, Sec. 1116, Permit to Operate Sanitary Facilities for Realty Subdivisions.

New York State Department of State: Article 9, Section 334 Real Property Law.

A non-refundable fee will be tendered with this application. In addition, a St. Lawrence County Planning Board Referral Fee may also apply.

Fee of \$50 per proposed:

- lot line adjustment
- land division lots or parcels

An application is not actionable unless it is complete. This includes the required information (detailed on the back of this form and in our local planning regulations) as well payment for the application process.

The requirements for subdivision applications are noted on the back side of this page.

Subdivision Application Requirements

Town of Rossie
908 County Route 3
Redwood, New York 13679
315-324-5166

A) Preliminary Plat. Whenever any subdivision of land is proposed, the subdivider or his designated agent shall file a preliminary plat with the Land Use Officer, who shall immediately ensure that it contains the required information and who shall then forward it to the Planning Board for review and action.

1. The preliminary plat shall be titled "Preliminary Plat" and shall contain the following information:

- a. Name of subdivision, scale, date, north arrow and location within the Town.
- b. Topographic data on the tract and existing drainageways and waterbodies.
- c. Tract boundaries, tract area, and street layout.
- d. Name and right-of-way width of each street or other right-of-way. Street names shall not duplicate existing street names within the town.
- e. Location of all utilities on or adjacent to the tract.
- f. Name of all property owners within 500' of the boundaries of the tract to be subdivided.
- g. Location, dimensions, owners of record and purpose of easements.
- h. Number to identify each lot and letters to identify each block.
- i. Location and purpose for which sites other than residential lots are dedicated or reserved.
- j. Minimum front, side yard and rear setback lines on all lots, typical lot sizes, lineal feet of streets, area in parks, etc.

2. Four (4) copies of preliminary plat and any supplementary material shall be submitted to the Land Use Officer.

ST. LAWRENCE COUNTY PLANNING BOARD

Referral Information Sheet

Effective January 1, 2021

Date _____ Municipal Board Making Referral _____

Referring Official _____

Title _____

Phone Number _____ Fax Number _____

APPLICANT INFORMATION

Name _____

Mailing Address _____

Phone _____

APPLYING FOR (check all that apply)

<input type="checkbox"/>	Area Variance
<input type="checkbox"/>	Code Amendment
<input type="checkbox"/>	Rezoning
<input type="checkbox"/>	Sign Permit
<input type="checkbox"/>	Site Plan Approval
<input type="checkbox"/>	Special Use Permit
<input type="checkbox"/>	Subdivision
<input type="checkbox"/>	Use Variance
<input type="checkbox"/>	Zoning Map Change
<input type="checkbox"/>	Other Specify: _____

PROPERTY INFORMATION

Owner _____

Street Address _____

Tax Map Parcel Id _____

Zoning District _____

Local Code Section _____

If owner is not applicant, is applicant authorized to apply? Yes No

REQUIRED ENCLOSURES

The St. Lawrence County Planning Board requires adequate information upon which to make its decision. The referral form will not be accepted unless the following information is submitted:

- Adequate written description of proposal;
- Sketch Plan, Survey, Plats or Site Plans of the property affected and any additional requirements specified in the municipality's local land use regulations;
- SEQR Environmental Assessment Form (EAF), if applicable;
- Agricultural Data Statement, if applicable;
- Referral Fee: **check made payable to the St. Lawrence County Planning Office** (see fee schedule on reverse).

**County Planning Board Referral and Training Session
Fee Schedule Information – Effective January 1, 2021**

As of January 1, 2021 the County Planning Office will begin charging applicants of 239m and 239n reviews as follows:

Residential:

\$25 for all area variances, site plan reviews and subdivisions of less than 5 lots.

\$75 for all special use permits, use variances and subdivisions of 5-9 lots.

\$150 for subdivisions of 10 lots or more.

Commercial (including institutional and industrial):

\$25 for all sign permits.

\$75 for all area variances, use variances, site plans and special use permits for projects less than 5,000 gross square feet; and subdivisions of less than 5 lots.

\$150 for all area variances, use variances, site plans, and special use permits for projects between 5,000 and 9,999 gross square feet; and subdivisions of 5 or more lots.

\$150 plus \$50 per each additional 5,000 square feet for all area variances, use variances, site plans, and special use permits for projects over 10,000 gross square feet. (Example: the cost of a permit for a 50,000 sq ft building would be $\$150 + (\$50 \times 8) = \$550$.)

\$150 plus \$50 per megawatt (AC) for all solar energy systems.

Local government applications (comprehensive plan reviews, subdivisions, map & text amendments, etc.) are exempt.

Procedure:

Before the County Planning Office/Board can review a project the review fee must be attached. The applicant must provide the municipality with the fee so that it may be included with the referral to the County Planning Board. **Checks should be made payable to the St. Lawrence County Planning Office.**

County Sponsored Training Sessions:

The County Planning Office has traditionally held four 2-hour training sessions each year. There is a fee of **\$25 per training session**, per individual.

Please feel free to contact the County Planning Office with any questions.