

Town of Urbana

41 Lake Street
P.O. Box 186
Hammondsport, NY 14840

SD1

Outline

Preliminary Subdivision Procedure / Submission of Sketch Plat

Part I

Note: This is a simplified outline to assist the applicant.

For detailed requirements refer to the Code of the Town of Urbana.

A Subdivision is the dividing of a parcel into two or more smaller parcels. In accordance with New York State Real Property Law and the Town of Urbana Town code, this procedure must undergo review and approval by the Town Planning Board. Upon approval, the final survey map must be stamped and signed by the Planning Board Chairman and then filed with the Steuben County Clerk. The Subdivision is not considered to be complete until it is filed and this filing must occur within sixty (60) days from the date of approval.

Applicant should submit the following to the Town Clerk:

Preliminary Application must be submitted at least ten (10) days prior to the monthly Planning Board meeting.

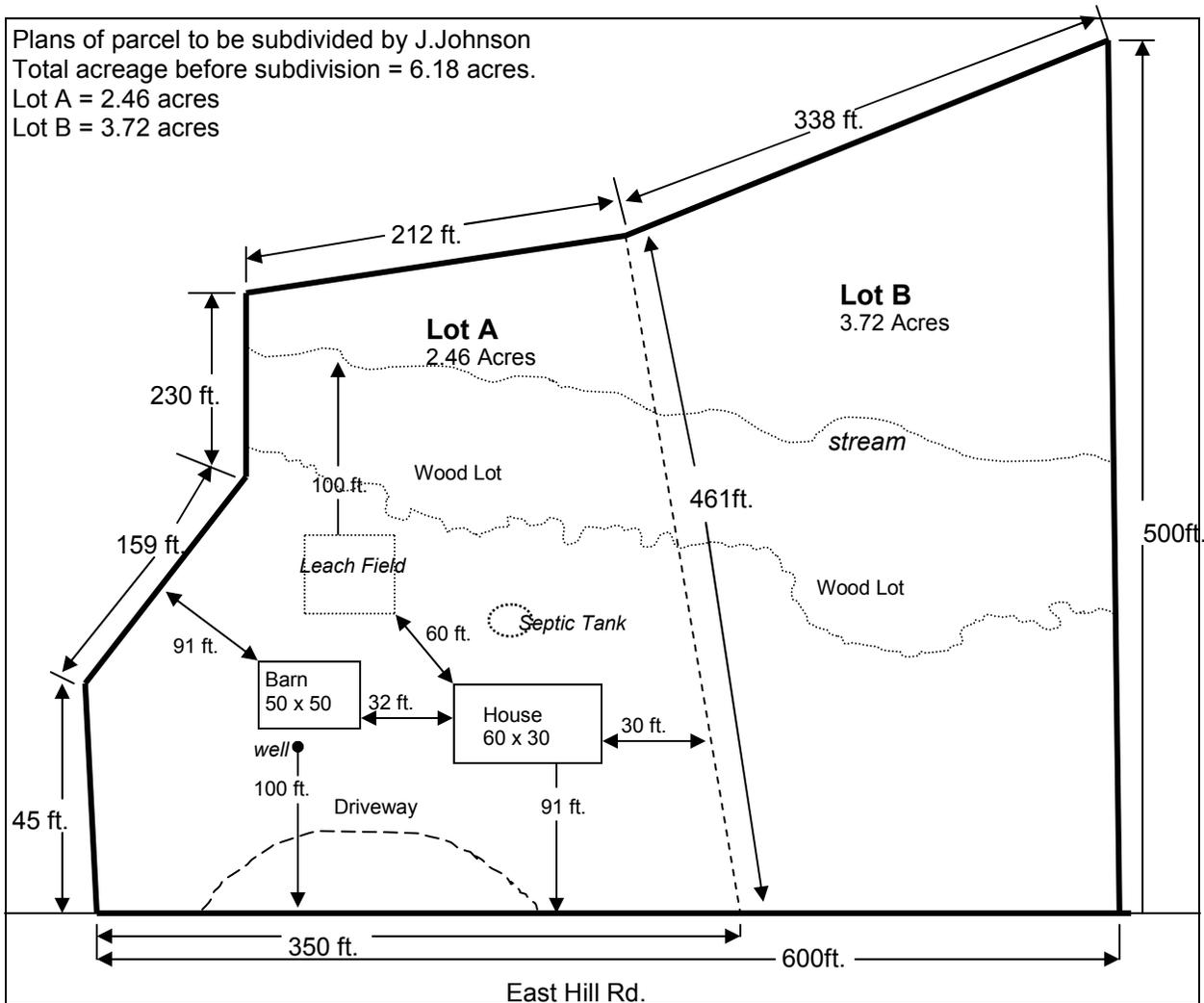
- A. **Completed Subdivision Application, Form #SD1, Part I (page 3)**
- B. **Sketch Plat map with the following information:** *[see attached sample map, page 2]*
(an existing survey map may be submitted. Do NOT survey parcel until notified)
 - 1. The location of that portion to be subdivided in relationship to the entire tract.
 - 2. All existing structures, wooded areas, streams and other significant features.
 - 3. The names of the owners of all adjoining properties.
 - 4. The Tax Map sheet, blocks and lot numbers.
 - 5. All utilities (wells, gas lines, water, etc.)
 - 6. Dimensions of lot width and depth.
 - 7. Area of the entire tract in acres.
 - 8. Area of the newly created lots in acres.
 - 9. Any existing easements, covenants or similar restrictions.
 - 10. Dimensions of existing structures and distances from structures to lot lines.
 - 11. Location of wells, including distances to structures and lot lines.
 - 12. Location of sewerage systems, including distances to structures and lot lines.
- C. **A written narrative that adequately describes the proposed Subdivision (page 4)**
When items A, B, and C are submitted, the CEO will review the materials.
- E. **The Code Enforcement Officer will review** the application and notify the applicant, in writing, of any errors, omissions, or additional requirements. Upon receipt of a completed application the CEO will forward the application to the Town Clerk who will notify the Planning Board.
- F. **The Planning Board will review the application.**
 - 1. Schedule a preliminary review conference with the applicant. The applicant will be notified by mail as to the time and date of the preliminary review conference.
 - 2. Classify the sketch plat as a Minor Subdivision (4 or less parcels) or a Major Subdivision (5 or more parcels)
 - 3. The Planning Board will notify the applicant after the Preliminary Hearing as to the requirements of the FINAL PLAT MAP.

Sample—Subdivision Sketch Map

SD1

Note: An enlarged readable copy of a tax map or survey is often used as a basis for a sketch map.

Outline



In an effort to assist you, the Town of Urbana Area & Bulk Regulations are provided below:
 Note: Have the Town Clerk identify your zoning district

Zoning District	Minimum Lot Size		Lot Width (d)		Boundary Setback			% Lot Coverage
	Res.	N. Res.	Res.	N. Res.	Front	Side	Rear	
Agricultural	2 acres	2 acres	250'	250'	50'	20'	50'	20%
Residential	10,000 Sq.Ft.	10,000 Sq.Ft.	75'	75'	40'	10'	30'	25%
Residential (a)			50'	75'	15' (b)	10'	20'	25%
Business	NA	10,000 sq ft	NA	100'	35'	20'	20'	50%
Industrial		30,000 sq ft		200'	50'	25'	20'	35%
Flood Plain		1 acre		150'	50'	25'	50'	10%

- Key:
- a = Keuka Lake Shoreline Lot
 - b = Distance from mean high-water to the principal building
 - c = Distance from the edge of the improved portion of roadway to building
 - d = Road frontage

Fee: _____ Application # : _____ Tax Parcel # : _____

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Part I

APPLICATION FOR SKETCH PLAT REVIEW

Applicant:
Name : _____
Address: _____

Telephone: _____

Property Owner:
Name: _____
Address: _____

Telephone: _____

1. Name of Proposed Subdivision: _____

2. Location of Site: _____

3. Tax Map #: _____

4. Current Zoning Classification
 Agricultural Industrial Business Flood Plain
 Residential Residential (Keuka Lake Shoreline Subclassification)

5. Total Area of the Lot Prior to Subdivision (in acres) _____

6. Number of Proposed Lots _____

7. Size of Each Proposed Lot : 1. _____ 2. _____ 3. _____ 4. _____ 5. _____

8. Existing Land Use Restrictions (*Easements, Rights-of Way, Deed Covenants*)

9. Proposed Land Use Restrictions (*Easements, Rights-of Way, Deed Covenants*)

10. Current Land Use: _____

11. Number & Type of Existing Structures

12. Number & Type of Proposed Structures

13. Will New Access Roads be Proposed?
 NO Yes (*if Yes, please mark type*) Private Municipal

Return Six (6) copies to the Town Clerk [pages 3,4, 5, & sketch plat map]

Incomplete Applications Will Be Returned To The Applicant

I certify that the statements herein contained are true to the best of my knowledge and belief and that I will comply with all applicable regulations.

Signature of Applicant or Authorized Agent _____
(*Include letter of authorization if not Applicant*)

Date _____

Application # : _____

Tax Parcel # : _____

Submission of Sketch Plat / Part I
B.3. Supporting Information

SD1

Names & addresses of all adjoining property owners. Please reference on the map by number.

1. Tax map reference #: _____ Address: _____
Name: _____

2. Tax map reference #: _____ Address: _____
Name: _____

3. Tax map reference #: _____ Address: _____
Name: _____

4. Tax map reference #: _____ Address: _____
Name: _____

5. Tax map reference #: _____ Address: _____
Name: _____

6. Tax map reference #: _____ Address: _____
Name: _____

7. Tax map reference #: _____ Address: _____
Name: _____

8. Tax map reference #: _____ Address: _____
Name: _____

9. Tax map reference #: _____ Address: _____
Name: _____

10. Tax map reference #: _____ Address: _____
Name: _____