

Application Number _____
Date Received _____

Tax Parcel Number _____

Town of Urbana

PO Box 186, Hammondsport, New York 14840
Town Clerk (607) 569-3743 Codes Department (607) 569-3743 ext. 5



SUBDIVISION APPLICATION FOR SKETCH PLAT REVIEW

Applicant
Name _____
Street _____
City _____
State/Zip _____
Telephone _____

Property Owner
Name _____
Street _____
City _____
State/Zip _____
Telephone _____

Location of the Property: _____

If the Applicant is not the owner of this property the owner(s) of record must attach a letter stating that the applicant is authorized to represent them.

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.

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

- A. Completed Application, Form #SD1**
- 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 Tax Map number.
 - 4. All utilities (wells, gas lines, water, etc.)
 - 5. Dimensions of lot width and depth.
 - 6. Area of the entire tract in acres.
 - 7. Area of the newly created lots in acres.
 - 8. Any existing easements, covenants or similar restrictions.
 - 9. Dimensions of existing structures and distances from structures to lot lines.
 - 10. Location of wells, including distances to structures and lot lines.
 - 11. Location of sewerage systems, including distances to structures and lot lines.
- C. A written narrative that adequately describes the proposed Subdivision (page 5)**

**(Check off each of the above items to insure that your application is complete)
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

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APPLICATION FOR THE SKETCH PLAT REVIEW

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

(Check off each of the above items to insure that your application is complete)

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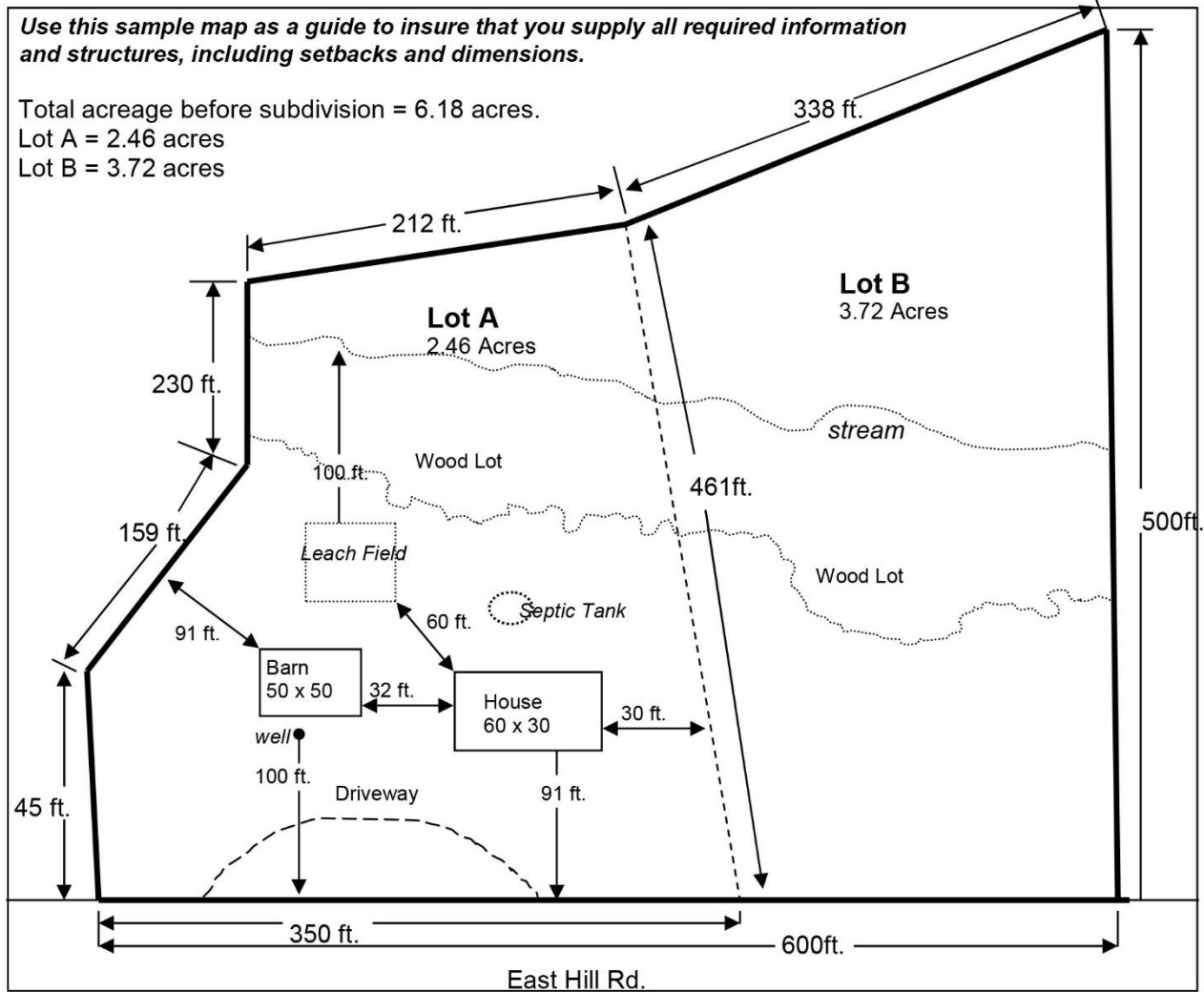
Sample—Subdivision Sketch Map



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

Use this sample map as a guide to insure that you supply all required information and structures, including setbacks and dimensions.

Total acreage before subdivision = 6.18 acres.
 Lot A = 2.46 acres
 Lot B = 3.72 acres



In an effort to assist you, the Town of Urbana Area & Bulk Regulations are provided below:

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

Subdivision Sketch Map

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Refer to the "Sample Sketch Map. You can attach a larger drawing if more space is needed.

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3. Written narrative that adequately describes the proposed Subdivision.
