



# Town of Ticonderoga

132 Montcalm Street  
P.O. Box 471  
Ticonderoga, NY 12883  
(518) 585-6677  
Fax (518) 585-7211

## SUBDIVISION OF LAND APPLICATION

*(Clerk's Office Use Only)*

APPLICATION NO: \_\_\_\_\_ DATE : \_\_\_\_\_

FEE PAID: \_\_\_\_\_

### Requirements, Fees and Instructions (Please use dark blue or black ink)

The application must be filled out completely and in every respect with ALL questions answered and ALL required attachments before the Town can officially accept the application for processing. If the application is incomplete, it will be returned to you for completion or inclusion of the deficient information.

Use this application for any project which requires approval by the Town of Ticonderoga Planning and Zoning Board for Subdivision of Land.

**THIS APPLICATION IS SUBJECT TO REVIEW AND APPROVAL BEFORE ISSUANCE OF ANY VALID PERMITS FOR YOUR PROJECT. TO ENSURE TIMELY REVIEW OF YOUR APPLICATION PLEASE COMPLETE THIS FORM IN ITS ENTIRETY AND PROVIDE WITH THIS APPLICATION ALL OF THE REQUIRED INFORMATION AND DOCUMENTATION IN ACCORDANCE SUBMISSION REQUIREMENTS OF "SUBDIVISION REGULATIONS" OF THE SITE PLAN REVIEW TOWN ZONING LAW FOR THE APPLICATION STAGE BEING SUBMITTED.**

*Subdivision of land into five (5) or more lots, or any resubdivision of land.*

APPLICATION STAGE:  SKETCH PLAN  PRELIMINARY PLAT  FINAL PLAT

**FOR ALL PROJECT STAGES AND APPLICATIONS PROVIDE THE FOLLOWING:**

- Copy of Property Deed(s)
- Agricultural Data Statement (as applicable)
- Waiver Request Form (as applicable)
- Authorization of Agent (as applicable)
- Copy of Variance(s) or Special Use Permit Approvals (as applicable)
- EAF (NYSDEC Environmental Assessment Form, short or long form, as applicable)

**FOR SKETCH PLAN REVIEW PROVIDE THE FOLLOWING MINIMUM INFORMATION;**

- **Boundary survey, tax map, or similarly accurate base map showing the entire tract of land**
- **The location of that portion which is to be subdivided in relation to the entire tract and the distance to the nearest existing street intersection**
- **All existing structures, wooded areas, streams and other significant physical features, within the portion to be subdivided and within 200 feet thereof. If topographic conditions are significant, contours shall also be indicated at intervals of not more than 10 feet**
- **The Tax Map sheet, block, and lot numbers**
- **All utilities available and all streets which are either proposed, mapped, or built**
- **The proposed pattern of lots (including lot width and depth) street layout, recreation areas, systems of drainage, sewerage and water supply within the subdivided area.**
- **All existing restrictions on the use of land, including easements, covenants, and zoning lines**
- **A copy of such covenants or deed restrictions as are intended to cover all or part of the tract**
- **An actual field survey of the boundary lines of the tract, giving complete descriptive data by bearings and distances, made and certified by a licensed land surveyor. The corners of the tract shall also be located on the ground and marked by monuments as approved by the Planning Board**
- **The proposed subdivision name and the name of the town and county in which it is located**
- **The date, north point, map scale, and name and address of record owner and subdivider**

**THE FOLLOWING SUBMISSIONS ARE REQUIRED:**

**ONE (1) ORIGINAL SIGNED SET OF APPLICATION MATERIALS AND SUPPORTING DOCUMENTATION.**

**SEVEN (7) COPIES OF THE APPLICATION MATERIALS AND ALL SUPPORTING DOCUMENTATION.**

**NOTE THAT ALL MAPS AND DRAWINGS MAY BE SUBMITTED ON 11X17 PAPER PROVIDED THAT ONE FULL SIZE SET OF PLANS IS SUBMITTED WITH THE ORIGINAL SET.**

**ONE (1) ELECTRONIC COPY VIA PDF EITHER ON A FLASH DRIVE OR EMAILED TO [buildinginspector@townofticonderoga.org](mailto:buildinginspector@townofticonderoga.org) IF YOU CANNOT SUBMIT ELECTRONICALLY CONTACT THE CODE ENFORCEMENT OFFICE BEFORE SUBMITTING YOUR APPLICATION.**

**ALL APPLICATION MATERIALS ARE DUE NO LATER THAN TWELVE NOON ON THE FIRST BUSINESS DAY OF THE MONTH PRIOR TO THE MEETING, I.E., APPLICATION MATERIALS FOR A DECEMBER MEETING ARE DUE NO LATER THAN THE FIRST BUSINESS DAY OF NOVEMBER, ETC.**

**IF YOUR APPLICATION IS TABLED FOR ANY REASON, PLEASE NOTE THAT ALL MATERIALS REQUESTED MUST BE SUBMITTED BY THE 15<sup>TH</sup> OF THE MONTH AT TWELVE NOON. IF THE 15<sup>TH</sup> FALLS ON A SATURDAY OR SUNDAY, THE DEADLINE IS THE NEXT FOLLOWING BUSINESS DAY AT TWELVE NOON.**

**THERE ARE NO EXCEPTIONS TO THE FILING DEADLINES.**

**GENERAL INFORMATION**

**Project Location and Information**

**Number and Street Address:** \_\_\_\_\_

**Zoning District:** \_\_\_\_\_

**Tax Map Number:** \_\_\_\_\_

**Current Use of the Property/Building:** \_\_\_\_\_

**Property Owner Identification**      **Owner is Applicant**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Contractor/Builder Identification**      **Contractor is Applicant**      **TBD**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Agent Identification**      **Agent is Applicant**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Description of proposed project:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Total Acreage of Parcel:** \_\_\_\_\_

**Total Number of Existing Lots:** \_\_\_\_\_

**Total Number of Proposed Lots:** \_\_\_\_\_

**Is the property within a municipal sewer district and/or does the project propose a public sewer connection for wastewater disposal?**      **Yes**      **No**

**Is the property within a municipal water district and/or does the project propose a public water connection for potable water?**      **Yes**      **No**

**Lot, Yard and Height Regulations (Bulk Requirements)**

<b>Item</b>	<b>Required</b>	<b>Existing</b>	<b>Proposed</b>
Lot Size (acres)			
Lot Width (ft)			
Lot Depth (ft)			
Front Yard (ft)			
Side Yard - One (ft)			
Side Yard - Both (ft)			
Rear Yard (ft)			
Max. Building Coverage			
Max. Building Height			
No. of Parking Spaces			
No. Loading Berths			

**Are there any zoning violations or existing non-conforming conditions on the property?**

Yes  No

**If yes, please explain:**

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**Is the lot or parcel for the project within 500 feet of a County or State Highway, Right-of-Way or Park, or Municipal Boundary?  Yes  No**

**If yes, please explain:**

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**Is the lot or parcel for the project within a designated flood plain?  Yes  No**

**Is the lot or parcel for the project within the TOT Grassland Boundary?  Yes  No**

**Is the lot or parcel for the project within an area known to contain threatened and/or endangered species to include plants or animals?  Yes  No**

**Does the lot or parcel for the project consist of or contain designated wetlands?**

Yes  No

**Is the lot or parcel for the project within close proximity to any designated or important historic properties or cultural resources?  Yes  No**

**Describe the current condition of the parcel [buildings, brush, woods, vacant, use, etc.]:**

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**Describe the character of the surrounding lands (residential, farmland, industrial, woods, commercial, recreation, conservation, etc):**

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**Will the summation of all eventual land disturbance as a result of the subdivision disturb greater than one acre of land during construction?  Yes  No**  
(If yes, please prepare and submit a SWPPP with this application)

**Estimated start date of project:** \_\_\_\_\_

**Estimated time to completion:** \_\_\_\_\_ months

### UTILITIES

**Electrical:**  **Underground**  **Overhead** \_\_\_\_\_ amp service  
**Sewage Disposal:**  **Onsite Septic**  **Municipal Sewer**  
**Potable Water:**  **Private Well**  **Municipal Water**  
**Combustion Fuel:**  **Fuel Oil**  **Propane**  **Natural Gas**  **Other:** \_\_\_\_\_

### PERMITS/APPROVALS

**Please specify what other permits are being applied for as a result of the proposed work:**

**Accessory Structure**  **Swimming Pool**  
 **Onsite Wastewater Disposal**  **Sign Permit**  
 **Demolition**  **Building Permit**  
 **Driveway**  **Other:** \_\_\_\_\_

**Please specify what approvals or permits have been/will be obtained as a result of the project:**

**TOT Special Use Permit**  **NYSDEC SPDES Permit-Stormwater**  
 **TOT Subdivision**  **NYSDEC SPDES Permit-Wastewater**  
 **TOT Area Variance**  **NYSDOH Potable Water Well**  
 **TOT Use Variance**  **NYSDOH Wastewater System**  
 **TOT Water Permit**  **TOT Sewer Permit**  
 **Other:** \_\_\_\_\_  **NYSDOH Realty Subdivision**

Other: \_\_\_\_\_  Other: \_\_\_\_\_

**Water District Extension Sewer District Extension**

Other: \_\_\_\_\_ NYSDOH Realty Subdivision

Other: \_\_\_\_\_ Other: \_\_\_\_\_

Other: \_\_\_\_\_ Other: \_\_\_\_\_

**SITE PLAN REQUIREMENTS**

Will the proposed project include or alter or change site conditions related to the following (check all that apply)?

- Traffic
- Runoff/Drainage
- Grading
- Impervious
- Building Coverage
- Signage
- Roads/R.O.W.
- Screening/Buffers/Fences
- Lighting
- Noise
- Utilities (electric, gas, water, sewage, etc)
- Site Access
- Parking
- Landscaping
- Easements
- Pedestrian Accommodations/Sidewalks

**Additional Comments:**

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Will the development be a clustered development per Code Section 87-58?  Yes  No

If yes, please describe:

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Does the project include provisions for parks, playgrounds, and/or open space?

Yes  No

If yes, what is the total acreage of the proposed open space, recreational area, playground, or park? \_\_\_\_\_ acres

If no, is the Applicant requesting a fee-in-lieu-of-land?  Yes  No

Describe the following in detail; proposed easements or other restrictions of the subdivision or on the property or any common lands, HOA rules and regulations, and/or any covenants governing the maintenance of any property or open space:

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**Are there any previous Town, Planning, or Zoning Board determinations made regarding this property?  Yes  No**

**If yes, please explain:**

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**Will development occur in phases?  Yes  No**

**If yes, please explain:**

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**Will the subdivision require any new road or highway?  Yes  No**

**If yes, will the road be dedicated to the Town?  Yes  No**



**SIGNATURE PAGE**

**To the best of my knowledge, the statements contained in this application, together with the plans and specifications and other supporting documentation submitted are a true and complete statement of all proposed work to be done on the described premises and that all provisions of the Building Codes, the Zoning Ordinance, and all other local, state, and federal laws pertaining to the proposed work shall be complied with, whether specified or not.**

**Further, unless specified or extended by the Planning and Zoning Board, a decision on any site plan review shall expire if the Applicant fails to undertake the proposed action or project, to obtain the necessary building permits to construct any proposed new building(s) or change any existing building(s) or to comply with the conditions of said authorization within one year from the filing date of such decision thereof.**

**The Planning and Zoning Board may employ consultants, legal counsel, professional engineers, and/or inspection services for their assistance and advice in the review of any application before it and for such purposes as the Planning and Zoning Board may require therefor, including but not limited to; on site investigation, evaluation and inspection, verification of the accuracy of information submitted, evaluation of the adequacy of plans, of the sufficiency of submitted reports; flood hazard evaluation; study of the impact of proposals upon the resources and environment of the Town; preparation and/or review of any environmental impact statements; review of the design and layout of improvements; inspection of installed improvements; and such other services or technical assistance as the Planning and Zoning Board shall deem necessary for its review of such application, and for the administration of the Town, County, State, and Federal regulations in relation thereto. The Applicant authorizes the Planning and Zoning Board, as it deems necessary, to employ such assistance and agrees to reimburse the Town for the costs and fees associated with any requested consultants to assist them in their review and consideration of the application, whether it be for either technical or legal purposes. When appropriate the Planning and Zoning Board shall have the authority to request a deposit from the Applicant for the cost and fees associated with consultants in advance of the review.**

**It is understood that the Applicant shall satisfy all requirements of the site plan approval or decision and conditions applicable to such prior to a Certificate of Occupancy or Certificate of Compliance being issued.**

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_