

2/2/2013.

TOWN OF CAMPBELL

Subdivision Procedural Package

Municipal Offices are Located at:

*Campbell Town Hall
8529 Main Street
Campbell, NY 14821*

Telephone (607) 527-8244

**Code Enforcement Ext. 220
Town Clerk Ext. 213**



NOTICE TO APPLICANT

RE: SUBDIVISION APPROVALS

Following subdivision approval by the Campbell Town Planning Board, it is your responsibility as the applicant, within 62 days of approval, to file two copies of the approved plat with the County; one with the County Clerk's Office in Bath, NY and one at the Real Property Tax Service Office at the County Office Building. Subdivision approval is not COMPLETE until this has been done. Failure to do so will void the subdivision approval.

CAMPBELL TOWN PLANNING BOARD

**8529 Main Street
Campbell, NY 14821**

Town Offices: (607) 527-8244

Town Clerk -- Ext. #213

Code Enforcement Officer-- Ext. #220

Town of Campbell

SUBDIVISIONS

General Information

Subdivision Defined---The Town's Subdivision regulations state that the division of any parcel of land into two or more lots constitute a subdivision. This includes a re-subdivision of a parcel. The only exception to the rule is when land is divided into parcels of 5 acres or more for agricultural purposes only and no streets, roads or habitable structures are involved.

Subdivision Regulations. The Town's Subdivisions Regulation was adopted in 1966 and currently portions are outdated or superceded by the State "Town Law" which we follow for procedure.

Procedure. The basic procedure for approval of a minor subdivision is to submit the application, survey, SEQR Form and filing fee of \$25.00 to the Town Clerk. To complete the minor subdivision approval process in one meeting, 5 survey maps must be submitted with the application. The Planning Board will review the application; if acceptable, set it for public hearing. They must make a SEQR determination. A public hearing must be held and the Planning Board can then approve it, deny it, or approve it with conditions. If and when it is approved, two copies of the map with the Planning Board's approval on it must be taken to the Steuben County Clerk's Office within 62 days of approval to be effective; this is applicant's responsibility. If it is not filed within 62 days, approval expires.

Planning Board Meetings. The regular Planning Board Meeting is normally held on the third Wednesday of each month (except December) at 6 p.m. Applications must be submitted to the Town Clerk at least 15 days prior to the meeting by 3:00 p.m. to be on the agenda for that month's regular meeting. Check the posted agenda schedule to be sure of the dates.

Concept Meeting. Prior to submitting your formal application, you may attend a Planning Board meeting with general site information, location map and sketch plan. The Planning Board will determine whether it is a minor or major subdivision and what additional types of things you will need to submit with your application.

SECTION 5.1
TOWN OF CAMPBELL

DENSITY CONTROL SCHEDULE
(AREA AND BULK SCHEDULE)

Use	Zoning District	Min. Area Per Dwell. Unit (Sq. Ft.)	Min. Area Principle Use (Sq. Ft.)	Min. Width at Bldg. Line	Minimum Yard ^{**} Dimensions			Max. Lot Cover ^{**} (Inc. All Accessory Buildings)
					Front	Side	Rear	
Residential	A [*]	50,000 ^{***}	--	250'	75'	50'	80'	10%
	R-1 [*]	20,000	--	100'	35'	20'	50'	25%
	R-2 [*]	10,000	--	60'	30'	10'	25'	30%
	B-1 [*]	10,000	--	60'	35'	20'	25'	50%
	B-2 [*]	10,000	--	60'	35'	20'	25'	50%
	I	--	--	--	--	--	--	--
Non-Residential	A	--	85,000	250'	75'	50'	150'	10%
	R-1	--	25,000	200'	35'	20'	50'	25%
	R-2	--	25,000	200'	30'	10'	25'	30%
	B-1	--	5,000	50'	30'	20'	25'	50%
	B-2	--	12,500	100'	35'	20'	25'	50%
	I	--	15,000	100'	50'	25'	50'	35%

* See "Residential Cluster Development" Regulations (Article 7) for permitted special grouping of houses in clusters and for different yard dimensions.

** Where 25% or more of the lots in a block are occupied by buildings, the average yard dimensions and average of lot coverage of such buildings shall determine the yard and coverage requirements for any new building, or use, within the block.

*** Where soil and drainage conditions permit, the minimum lot size may be reduced to 20,000 square feet upon the presentation to the Code Enforcement Officer of a satisfactory percolation test. In such cases, "R1", residential setback yard and coverage requirements will be met.

TOWN OF CAMPBELL, STEUBEN COUNTY, NY

SUBDIVISION APPLICATION

Subdivision Plat Approval is required for the division of any parcel of land existing on May 26, 1966, into two or more lots, plots, parcels, sites, or other division as detailed in the "Town of Campbell Land Subdivision Rules and Regulations", Local Law No. 1 of 1966.

THIS APPLICATION, WITH PLANS, MUST BE SUBMITTED TO THE TOWN CLERK 15 DAYS PRIOR TO A REGULARLY SCHEDULED PLANNING BOARD MEETING.

Application #: _____ Tax Map # _____
Applicant: _____
Address: _____
_____ Location of Project: _____
Telephone: _____ Number of Lots: _____
Zoning District: _____
Size of Plot: _____
Approximate
Lot Size: _____
Project Description: _____

Attached Documentation:

- ☐ 7 copies Area Plan including Applicant's entire holding, streets, easements and adjacent buildings within 500 ft.
- ☐ 7 copies Preliminary Subdivision Plat per Section 6.2 of the Subdivision Rules
- ☐ 5 copies Final Subdivision Plat per Section 6.3 of the Subdivision Rules
- ☐ SEQR Form
- ☐ Other _____

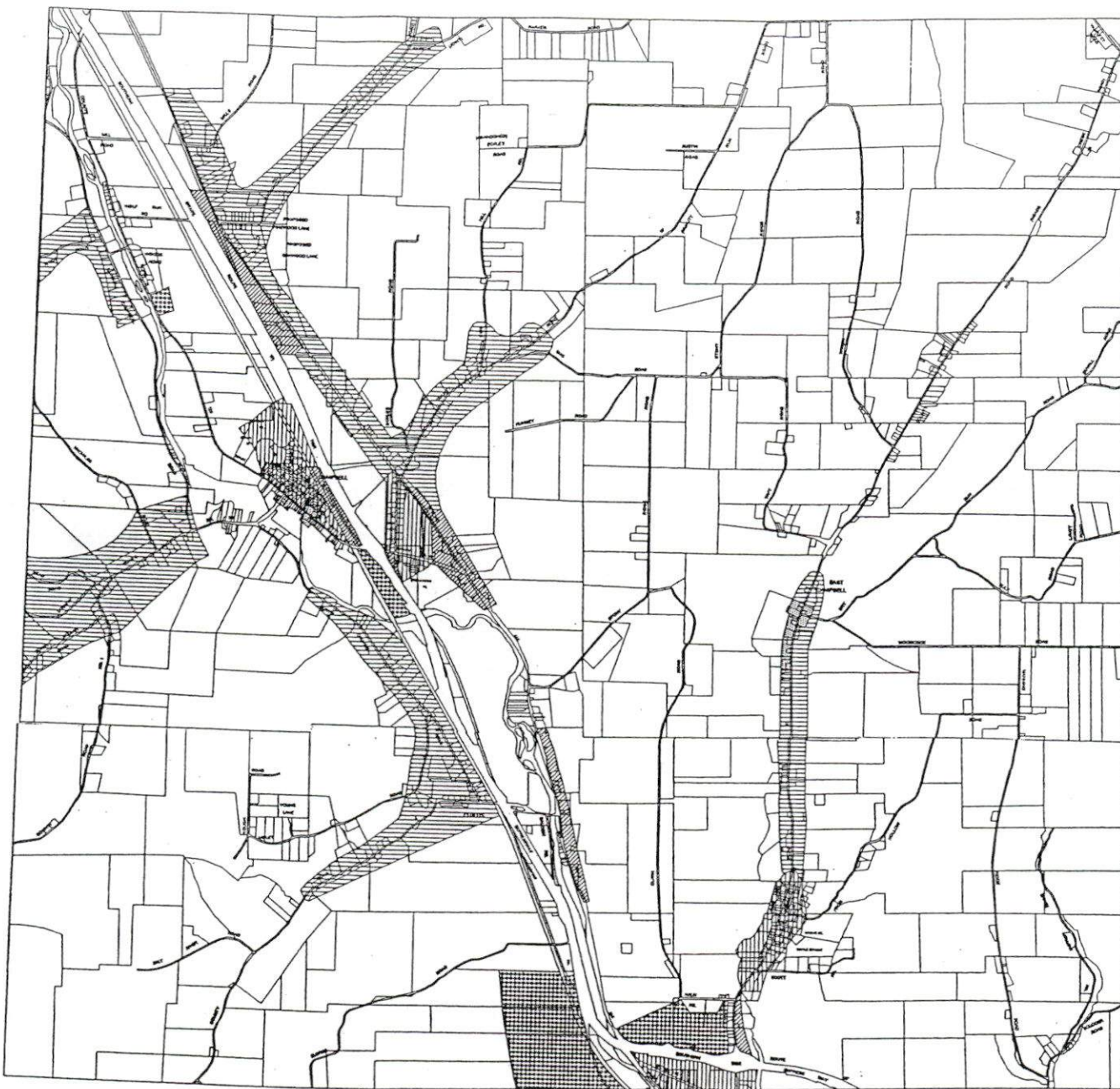
I HEREBY CERTIFY that to the best of my knowledge and belief, the information I have provided herein is true and correct.

Dated: _____

(Signed) _____
Applicant.

FLOOD PLAIN DETERMINATION

TO BE COMPLETED BY THE TOWN CLERK: _____



ZONING MAP

Town of Campbell

DISCLAIMER: This map is based upon Steuben County property tax maps. This map is intended for illustrative purposes only; it is not intended for any legal purposes such as the conveyance of property.

Steuben County Planning Dept
Thomas E. Sears
GIS Coordinator

1" = $\frac{5,000'}{2,500'}$

N



03/30/2001

Zoning

	Agriculture
B-1	Neighborhood Bus.
B-2	Highway Bus.
	Industrial
R-1	Rural Res.
R-2	Suburban Res.

SUBDIV/ SITE PLAN LOCATION MAP

Applicant: _____

Application # _____

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?		NO	YES
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		<input type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency?		NO	YES
If Yes, list agency(s) name and permit or approval:		<input type="checkbox"/>	<input type="checkbox"/>
3.a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?		NO <input type="checkbox"/>	YES <input type="checkbox"/>
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____		NO <input type="checkbox"/>	YES <input type="checkbox"/>
8. a. Will the proposed action result in a substantial increase in traffic above present levels?		NO <input type="checkbox"/>	YES <input type="checkbox"/>
b. Are public transportation service(s) available at or near the site of the proposed action?		<input type="checkbox"/>	<input type="checkbox"/>
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?		<input type="checkbox"/>	<input type="checkbox"/>
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____		NO <input type="checkbox"/>	YES <input type="checkbox"/>
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____		NO <input type="checkbox"/>	YES <input type="checkbox"/>
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____		NO <input type="checkbox"/>	YES <input type="checkbox"/>
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?		NO <input type="checkbox"/>	YES <input type="checkbox"/>
b. Is the proposed action located in an archeological sensitive area?		<input type="checkbox"/>	<input type="checkbox"/>
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?		NO <input type="checkbox"/>	YES <input type="checkbox"/>
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____		<input type="checkbox"/>	<input type="checkbox"/>
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?		NO <input type="checkbox"/>	YES <input type="checkbox"/>
16. Is the project site located in the 100 year flood plain?		NO <input type="checkbox"/>	YES <input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES		NO <input type="checkbox"/>	YES <input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____		<input type="checkbox"/> NO <input type="checkbox"/> YES	

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____	NO	YES
_____	<input type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO	YES
_____	<input type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	NO	YES
_____	<input type="checkbox"/>	<input type="checkbox"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: _____ Date: _____		
Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:	<input type="checkbox"/>	<input type="checkbox"/>
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- ☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- ☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Name of Lead Agency

Date

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from Responsible Officer)

PRINT