

TOWN OF SALEM PLANNING BOARD
P.O. BOX 575
SALEM, NEW YORK 12865

SUBDIVISION REVIEW

Dear Applicant:

Attached please find the Subdivision Application which includes the following documents:

1. Instructions
2. Application Form
3. Short Environmental Assessment Form (**Complete Part 1 Only**);
4. Agency Designation Form, if applicable;

WHEN SUBMITTING YOUR APPLICATION FOR SUBDIVISION REVIEW – PLEASE MAKE SURE TO INCLUDE ALL OF THE ABOVE-DOCUMENTS PLUS A COPY OF SURVEY PREPARED BY A LICENSED LAND SURVEYOR OR PROPOSED SKETCH IF SURVEY HAS NOT BEEN COMPLETED. YOU MUST SUBMIT 3 COPIES FOR A MINOR SUBDIVISION (items 1-4 plus plot plan) AND 5 COPIES FOR A MAJOR SUBDIVISION (see attached instructions). YOUR APPLICATION WILL NOT BE ACCEPTED IF ANY OF THE ABOVE ITEMS ARE MISSING.

For any questions regarding the laws and regulations for Subdivision Review by the Town of Salem Planning Board, visit the Town of Salem online at <http://www.salem-ny.com/government> and click on Town of Salem Land Subdivision Regulations.

Finally, the Board requires that all applications be submitted fourteen (14) days before the next scheduled Planning Board meeting. Planning Board meetings are scheduled for the fourth Thursday of every month (unless otherwise posted at the Town of Salem Office). Applications can be submitted to the Town Clerk, Patricia Gilchrist, during her regular office hours or mailed to the above address. **Please include a check, made payable to the Town of Salem, for the application fee applicable to your subdivision (please see next under “Fees”).**

Sincerely,

TOWN OF SALEM PLANNING BOARD

Town of Salem Planning Board

Instructions to Applicant for Subdivision Approval

This packet contains material for filing a completed application:

1. Application for subdivision
 - (3) copies of application are required for a minor subdivision.
 - (5) copies of application are required for a major subdivision.
2. Short Environmental Assessment Form – APPLICANT FILLS OUT PART 1 ONLY.
Long Environmental Assessment Form is required for major subdivision.
3. Copy of “Agency Designation Form”.

A copy of Town of Salem Land Subdivision Regulations can be found on the Town of Salem website (<https://salem-ny.com/newsite/wp-content/uploads/2016/10/Town-of-Salem-Land-Subdivision-Regulations.pdf>)

Definition of a minor and major subdivision:

Minor Subdivision: Any subdivision containing not more than 3 lots each fronting on an existing public street. (see Regulations for further definition).

Major Subdivision: Any subdivision containing more than 3 lots or any lot not fronting an existing street or road. (see Regulations for further definition).

Two Exception:

1. A division of land into areas of 10 acres or more not requiring any new streets shall not constitute a subdivision.
2. A division of land to be used for farming purposes.

Fees: (All applicable fees must accompany the application when it is presented to the Board).

1. Boundary Line Adjustment Fee (*no new lots being formed*) - \$100.00
2. Minor Subdivision Application fee - \$100.00 plus \$25.00 per lot.
2. Major Subdivision Application fee - \$200.00 plus \$50.00 per lot; \$50.00 for the final plat.

Additionally, the Planning Board may employ consultants, legal counsel, professional engineers, etc., for their assistance and advise in the review of application. The cost incurred for such services shall be borne by the Subdivider. All checks are to be made out to the “**TOWN OF SALEM**”. A more detailed description of these costs appear in the Town Board Minutes 5/10/95.

Correspondence sent to: Town of Salem Planning Board, PO Box 575, Salem, New York 12865.
Questions may be directed to the Board Chairman.

Submission of all application for review must be made 14 days prior to the regularly scheduled meeting in order to be placed on the agenda. The Planning Board meets the fourth Thursday of each month at 7:00P.M. in the Town Office, Main Street, Salem, New York (meeting dates and times are subject to change).

**TOWN OF SALEM PLANNING BOARD
APPLICATION FOR SUBDIVISION**

INSTRUCTIONS: Please answer all questions. Those that do not apply, insert N/A. Fee must accompany application. Application may be submitted to Salem Town Clerk, or mailed to Town of Salem Planning Board, PO Box 575, Salem, New York 12865, or in person at scheduled Planning Board meeting. Subdivider or authorized representatives' attendance at the meeting is required.

<p><u>MINOR</u></p> <p>____ 3 Copies, Application</p> <p>____ 3 Copies, Plat</p> <p>____ 3 Copies, Environmental Assessment Form</p>	<p><u>MAJOR</u></p> <p>____ 5 Copies, Application</p> <p>____ 5 Copies, Plat</p> <p>____ 5 Copies, Environmental Assessment Form</p>
---	---

Property owner on record of proposed subdivision.
Name: _____ Telephone: _____
Email: _____
____ Individual ____ Partnership ____ Corporation ____ Trust ____ Other _____

Address of Property Owner: _____

Is property owner also subdivider? ____ Yes ____ No

Are there now or will there be any deed restrictions on the parcel to be subdivided? If so, what are they (attach portion of deed with restrictions)? _____

Representative of subdivision if other than the owner.
Name: _____ Telephone: _____
Address: _____ Email: _____

In what capacity is representation made? _____

Proposed Subdivided Property Address/Location; _____
Tax Map: Block _____, Lot _____, Parcel _____
Total acreage in parcel to be divided _____
How many parcels are to be created (including original parcel) _____

List the adjacent property owner's names and addresses surrounding the tax map parcel number. (Include owners across roadway and other natural boundaries).

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

(Date) (Signature)

Short Environmental Assessment Form

Part 1 - Project Information

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? 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.			NO	YES
			<input type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO	YES
			<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				

<p>5. Is the proposed action,</p> <p>a. A permitted use under the zoning regulations?</p> <p>b. Consistent with the adopted comprehensive plan?</p>	<p>NO</p> <input type="checkbox"/> <input type="checkbox"/>	<p>YES</p> <input type="checkbox"/> <input type="checkbox"/>	<p>N/A</p> <input type="checkbox"/> <input type="checkbox"/>
<p>6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?</p>	<p>NO</p> <input type="checkbox"/>	<p>YES</p> <input type="checkbox"/>	<p>NO</p> <input type="checkbox"/>
<p>7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____</p>	<p>NO</p> <input type="checkbox"/>	<p>YES</p> <input type="checkbox"/>	<p>NO</p> <input type="checkbox"/>
<p>8. a. Will the proposed action result in a substantial increase in traffic above present levels?</p> <p>b. Are public transportation service(s) available at or near the site of the proposed action?</p> <p>c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?</p>	<p>NO</p> <input type="checkbox"/>	<p>YES</p> <input type="checkbox"/>	<p>NO</p> <input type="checkbox"/>
<p>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: _____</p>	<p>NO</p> <input type="checkbox"/>	<p>YES</p> <input type="checkbox"/>	<p>NO</p> <input type="checkbox"/>
<p>10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____</p>	<p>NO</p> <input type="checkbox"/>	<p>YES</p> <input type="checkbox"/>	<p>NO</p> <input type="checkbox"/>
<p>11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____</p>	<p>NO</p> <input type="checkbox"/>	<p>YES</p> <input type="checkbox"/>	<p>NO</p> <input type="checkbox"/>
<p>12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places? b. Is the proposed action located in an archeological sensitive area?</p>	<p>NO</p> <input type="checkbox"/>	<p>YES</p> <input type="checkbox"/>	<p>NO</p> <input type="checkbox"/>
<p>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? 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: _____</p>	<p>NO</p> <input type="checkbox"/>	<p>YES</p> <input type="checkbox"/>	<p>NO</p> <input type="checkbox"/>
<p>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</p>	<p>NO</p> <input type="checkbox"/>	<p>YES</p> <input type="checkbox"/>	<p>NO</p> <input type="checkbox"/>
<p>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?</p>	<p>NO</p> <input type="checkbox"/>	<p>YES</p> <input type="checkbox"/>	<p>NO</p> <input type="checkbox"/>
<p>16. Is the project site located in the 100 year flood plain?</p>	<p>NO</p> <input type="checkbox"/>	<p>YES</p> <input type="checkbox"/>	<p>NO</p> <input type="checkbox"/>
<p>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 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 _____ _____</p>	<p>NO</p> <input type="checkbox"/>	<p>YES</p> <input type="checkbox"/>	<p>NO</p> <input type="checkbox"/>

<p>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: _____ _____ _____</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>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: _____ _____ _____</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>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: _____ _____ _____</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</p> <p>Applicant/sponsor name: _____ Date: _____</p> <p>Signature: _____</p>		

Project:

Date:

Short Environmental Assessment Form
Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.

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"/>
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"/>

Project:	
Date:	

Short Environmental Assessment Form Part 3 Determination of Significance

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)

AGENCY DESIGNATION FORM

I, _____, the owner of Property in the Town of Salem, Washington County, New York, designate _____ whose address and phone number are _____,

to act as representative and agent in connection with any proceeding between the Planning Board for Site Plan Review and/or to subdivide or rezone Real Property in the Town of Salem, Washington County, New York, and I grant to the said Representative and agent the authority to file applications, make representations and warranties as if they were my own, and in every respect act on my behalf. In making this designation, I understand that the verbal and written comments, utterances or statements made by my representative and agent shall be treated and considered as if they were made by me, and I shall be bound by such comments, utterances and statements as if I made them.

I make this agency, designation so that my personal appearance before any Governmental entity or Board for the Town of Salem is not necessary, and with the understanding that my designated representative and agent shall have total authority to represent my interests.

Sworn to me this _____ day of _____, 20____

Notary Public