

THE
TOWN OF LEBANON
SUBDIVISION LAW

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TOWN OF LEBANON
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ARTICLE I - DECLARATION OF POLICY

It is declared to be the policy of the Town of Lebanon to consider land Subdivision Plats as part of a plan for the orderly, efficient, environmentally sound and economical development of the Town. This means, among other things, that land to be subdivided shall be of such character that it can be used safely for building purposes without danger to health, or peril from fire, flood or other menace; that proper provision shall be made for drainage, water supply, sewerage and other needed improvements; that all proposed lots shall be so laid out and of such size as to be in harmony with the development pattern of the neighboring properties; that the proposed streets shall compose a convenient system conforming to the Town's land use law and shall be properly related to the proposals shown on any General Plan, and shall be of such width, grade and location as to accommodate the prospective traffic, to facilitate fire protection and to provide access of fire fighting equipment to buildings and that proper provision shall be made for open spaces for parks and play- grounds.

Section 110 - Enactment and Authorization

By authority of the resolution of the Town Board of the Town of Lebanon pursuant to the provisions of Article 16 of the Town Law of the State of New York, the Lebanon Town Planning Board is authorized and empowered to:

1. Approve, conditionally approve, or disapprove plans showing lots, blocks, or sites, with or without roads or highways.
2. Approve preliminary plats.
3. Pass and approve the development of entirely or partially undeveloped plats already filed in the Office of the County Clerk.

Section 120 - Title

This law shall be known as "The Town of Lebanon Subdivision Law."

Section 130 - Effective Dates

This law shall take effect upon the date of filing with the New York Secretary of State.

Section 140 - Purpose

The purpose of this law is to provide for orderly efficient growth within the community, and to afford adequate facilities for the transportation, housing, comfort, convenience, safety, and welfare of its population.

Section 150 - Administration

This Subdivision Law shall be administered by the Planning Board and enforced by the Code Enforcement Officer.

Section 160 - Separability

The invalidity of any provision of this law shall not invalidate any other provision.

Section 170 - Amendment

The Planning Board may on its motion and after public hearing recommend amendments, supplements or changes to this law to the Town Board for review, and adoption.

Section 190 - Fees and Fines

Section 190.1 Fees

The Planning Board shall recommend to the Town Board a schedule of fees for various applications dealing with subdivision, site plan and special use permit applications.

Section 190.2 Fines

A person selling or granting property that has been split prior to obtaining subdivision or special use permit shall be subject to a fine. If the non-compliant subdivision has not been reconciled in three months after written notification the fine shall be tripled. All fines shall be set by the Town Board during the first meeting of the year. Fine amounts shall be set as soon as these rules are adopted. In addition, a Certificate of Occupancy shall not be issued by the Code Enforcement Officer, to the owner of the property until the non-compliant subdivision has been reconciled.

Section 190.3 Other Fees

If the Planning Board decides it is necessary to hire an outside consultant to assist in the review of the subdivision proposal, the Planning Board may charge an additional fee to the applicant in order to cover the actual costs of such a review.

ARTICLE II - DEFINITIONS

For the purpose of this law, words and terms used herein are defined as follows:

Final Plat Means a drawing, in final form, showing a proposed subdivision containing all information or detail required by law and by this law to be presented to the Planning Board for approval, and which if approved, shall be duly filed or recorded by the applicant in the office of the County Clerk.

General Plan Means a comprehensive, master, or other plan for the development of the Town, prepared by the Planning Board pursuant to Section 272-a of the Town Law.

Land Use Regulation Means any ordinance or local law regulating land use in the Town of Lebanon.

Official Submission Date Means the date on which an application for plat approval, complete and accompanied by all required information, endorsements and fees, has been filed with the Planning Board and the Planning Board has determined that the application is complete.

Planning Board The Lebanon Town Planning Board.

Preliminary Plat Means a drawing clearly marked “preliminary plat” showing the layout of a proposed subdivision, submitted to the Planning Board for approval prior to submission of the plat in final form, and of sufficient detail to apprise the Planning Board of the layout of the proposed subdivision.

Resubdivision The division of any previously subdivided lot. For the purpose of this local law, resubdivisions shall be considered subdivisions and shall be subject to the same regulations.

Road, Major	Means a road intended to serve heavy flows of traffic from minor roads or as a business road providing access to business properties.
Road, Minor	Means a road intended to serve primarily as an access to abutting residential properties.
Sketch Plan	Means a sketch of a proposed subdivision to enable the subdivider to save time and expense in reaching general agreement with the Planning Board as to the form of the layout and objectives of this law.
Subdivider	Any person, firm, corporation, partnership or association who shall lay out, for the purpose of sale or development, any subdivision or part thereof as defined herein either by the subdivider or others.
Subdivision	<p>Division of any parcel of land into two or more lots for the purpose of immediate or future conveyance, transfer of ownership, improvement, building development, or sale. The term subdivision shall include re-subdivision, and it shall also include any sale, transfer, or conveyance of any fee interest in a parcel or tract of land which comprises less than the entire contiguous premises owned by the grantor of that interest, regardless of whether a plat establishing separate lot boundaries within the premises of the grantor has been filed in the office of the Madison County Clerk prior to the initial adoption of the Subdivision Regulations in the Town of Lebanon on April 9th, 1990 (Res.#6).</p> <p>In addition, merging one or more parcels or realigning existing parcels are considered forms of subdivision. For purposes of enumeration of numbers of lots for determining major vs. minor subdivisions, a parent lot must have been approved as a subdivision for at least <u>five</u> years (from the date of signing of the approved plat) prior to the application date for the lot to be considered an original parent lot. If the parcel was part of a subdivision less than five years prior to the application date, the enumeration of lots shall include the number of lots involved in the current application, plus the number of lots in the previously approved subdivision.</p>
Subdivision Major	A subdivision containing five (5) or more lots, or any sub-division requiring a new road or roads or extension of municipal facilities.

Subdivision, Minor A subdivision containing two, three or four lots fronting on an existing road and that does not involve extension of municipal facilities.

Survey Only surveys and descriptions prepared by a NYS Licensed Land Surveyor are acceptable.

ARTICLE III - REVIEW AND APPROVAL PROCEDURE

Section 310 General

.1 Subdivision Type – All Subdivision Types listed below require a completed Subdivision Application (Appendix B).

- a. Minor – Involves splitting a tax parcel into 2, 3 or 4 lots.
- b. Major - Involves splitting a tax parcel into 5 or more lots.
- c. Merge – Occurs when one or more tax parcels is transferred to existing and neighboring tax parcel(s). One or more tax parcels may be eliminated as a result of this action.
- d. Lot Re-alignment – Involves two or more parcels that will change the acreage contained in any of the existing parcels. This type of subdivision must maintain conformity with all parcels and to all subdivision rules herein. As a result of this action no new tax parcels will be created or existing tax parcels eliminated.

Section 320 Pre-Application Procedures

It is the responsibility of the owner (subdivider) and not the purchaser or grantee to submit a Subdivision Application prior to the sale or gifting of real property. The subdivider should develop a layout in sketch form which in turn should be submitted to the Planning Board for advice and assistance and should include a preliminary environmental assessment (EAF Short Form, Appendix A). The sketch plan should include the information identified in Articles IV, V and NOTE 1 (found in the Appendix of this document). It is recommended that this sketch plan be prepared in consultation with a licensed land surveyor.

Section 330 Subdivision process

.1 Sketch Plan Conference

The subdivider should request an appointment with the Planning Board for the purpose of reviewing the sketch plan. The Planning Board will notify the subdivider of the time, date and the place that the Planning Board will meet to consider and review such sketch plan and the subdivider's intentions as they relate to the General Plan for the Town of Lebanon, design standards, and improvement requirements.

This meeting is intended to assist the subdivider in the planning and preparation of the preliminary or final plat and to save time and money in preparing maps and plans.

Clear and undisputed ownership of the property in question is required. When ownership is in question the application process is suspended until property lines are undisputed. The proposed subdivision(s) must be identified by the tax map sheet, block and lot numbers.

All subdivisions (except any lot qualifying and approved as a flag lot) must meet a 150 foot road frontage requirement which will be declared as primary access to the property. The primary access road and driveway are the route taken by fire, rescue and other emergency vehicles. In addition, all subdivisions must contain at least one (1) acre. All existing restrictions on the use of the land, including easements and covenants must be documented at this time.

.2 Public Hearing – According to NYS Town Law Section 267.5, a public hearing is required for all subdivisions. The public hearing shall be advertised at least once in the Town's designated Official Newspaper at least 5 days prior to the hearing. Notice of the hearing shall be mailed to the owners of all adjoining properties within 500 feet of the subdivided property at least 5 days before the hearing. This mailing shall be done by the applicant with receipts provided to the Planning Board.

Public Hearings are required for all Subdivision Applications, except for Merge and Lot Re-alignment. In addition, a public hearing is also required for Special Use Permit and Site Plan Applications.

A public hearing will be held by the Planning Board after a complete application is filed and prior to rendering a decision.

This hearing shall be held within 62 days of the official submission date of the application. The subdivider or the subdivider's representative is expected to attend the hearing. The Planning Board shall approve, conditionally approve, or disapprove the Final Plat within 62 days of the public hearing.

If disapproved, the grounds for disapproval shall be stated on page 2 of the Subdivision Application and in the record of the Planning Board, including reference to the regulation violated by the Plat. Failure of the Planning Board to render a decision within a 62 day period shall deem the final approval of the Plat.

If the final plat of a Minor Subdivision is in substantial agreement with the Preliminary Plat, the Planning Board may waive the public hearing requirement. If no hearing is held, the Planning Board shall approve, conditionally approve, or disapprove the Plat within 62 days of the official submission date.

Section 340. Preliminary Plat Approval

All Major Subdivisions shall be subject to the Preliminary Plat requirements, as specified herein. The subdivider shall file an Application for approval of the Preliminary Plat on the Subdivision Application (Appendix B) available at the Town Office accompanied by all documents and fee specified in Article V herein. The amount of the fee is determined by the number of splits of the property. The fee amount can be obtained from the Town Clerk of Lebanon and must be payable to the Town Clerk of Lebanon. This fee is non-refundable.

Section 350 Final Plat Approval

All Major and Minor Subdivisions, as defined herein, shall require Final Plat approval by the Planning Board. The subdivider shall file an application for Final Plat approval of forms (Appendix B) available at the Town office, and the application shall be accompanied by documentation as specified in Articles IV and Article V herein, to the Planning Board. Such application shall be submitted at least 10 days prior to the meeting at which it is to be considered by the Planning Board, and no later than 6 months after the date of the Preliminary Plat approval. The Final Plat must be accompanied with a survey prepared by Licensed Surveyor.

Section 360 Agricultural Subdivision Waiver

If, at the sketch plan conference, the Planning Board determines the subdivision is for agricultural purposes only, does not involve the creation of a new road or highway, and does not include more than one lot of less than 5 acres, the Planning Board, after review of the Application, survey maps and SEQR may waive the Subdivision Application fee. If granted, the land cannot be residentially built upon for 5 years and must remain for agricultural purposes. No building permits shall be issued during this period.

Section 370 Review of Natural Features

The Planning Board shall review the location of the proposed subdivision for the potential negative impact to natural features. Available maps indicating the physical limitations of land, presence of wetlands and other water courses must be noted and considered. If the site falls into areas on the Madison County Soil Survey map denoted as having “severe” limitation, within flood hazard areas, or areas of unique hydrologic or natural habitat areas (including wetland), the Planning Board may require the subdivider to consult with the appropriate technical review or assistance agencies (such as, NRCS, Madison County Health and Planning Departments, Army Corps of Engineers, and the NYS DEC) to determine appropriate measures to mitigate or eliminate such problems or conflicts. The Planning Board may require that design techniques be used to avoid development in these critical areas, and shall not approve a sketch plan which has failed to adequately address these critical resource concerns (soils, flood hazards, and hydrologic and natural habitat resources). Building in a flood plain must be reviewed and approved by the Town of Lebanon’s Board of Appeals.

Special consideration for the protection of the most valuable farmland based on soils and County recommendations shall be given.

Section 380 New York State and/or Madison County Department of Health

New York State and/or Madison County Department of Health approval is required for any subdivision containing 5 or more lots. Early contact by the subdivider with this department is advised.

Section 390 State Environmental Quality Review (SEQR)

If the subdivision meets any Type – 1 thresholds listed in Part 617.12 or unlisted action criteria listed in Part 617.11 of the SEQR regulations, lead agency for the SEQR process shall be determined according to procedures outlined respectively in Sections 617.6 and 617.7 of the SEQR regulations. A determination of no significant environmental impact (Negative Declaration) or a Draft Environmental Impact Statement (DEIS) is required by the designated lead agency before the subdivisions may be approved (in accordance with section 617.11 or the SEQR rules). The public hearing shall be used to solicit comments on the Draft EIS under SEQR.

The Planning Board's action on the subdivision plat shall include either a Negative Declaration or the Final Environmental Impact Statement and a statement of findings on the subdivision as required under Section 8-0109-8 of the Environmental Conservation Law.

Section 395 Notice of Decision

The action of the Planning Board shall be noted on 3 copies of the Preliminary Plat and reference shall be made to any modifications determined. One copy shall be returned to the subdivider and the other 2 copies retained by the Planning Board. Upon the approval of the Subdivision Application, the Code Enforcement Officer and Chairman of the Board of Appeals will be duly notified.

Section 397 Conditional Approval

Upon conditional approval of a Final Plat the Planning Board shall empower a duly authorized officer to sign the Plat upon completion of such requirements as may be stated in the resolution. The plat shall be certified by the Town Clerk and a certified statement of such requirements shall accompany such plat which, when completed, will authorize the signing of the conditionally approved Final Plat. Upon completion of such requirements the plat shall be signed by said duly authorized officer of the Planning Board. If the requirements are not completed by the deadline set in the resolution granting conditional approval, the conditional approval shall expire, and the applicant must reapply. The Planning Board may, however, extend the expiration time for a period not to exceed 6 months.

ARTICLE IV - MINOR SUBDIVISION

Section 410 - Information Required for Minor Subdivision

The following shall be submitted with application for approval of a final plat for a minor subdivision.

Section 410.1 Name and address of subdivider and professional advisors including license numbers and seals.

Section 410.2 One mylar and two paper copies of the minor subdivision plat. The mylar is to be submitted to the County Clerk by the subdivider once the Planning Board Chairman places his signature on same signifying that the subdivision is approved. This map must be drawn by a licensed surveyor to scale of not more than one hundred feet and not less than fifty feet to the inch, unless otherwise specified by the Planning Board, and shall contain the following information:

- a. Subdivision name, scale, north arrow, and date;
- b. Subdivision boundaries;
- c. Contiguous properties and names of owners;
- d. Existing roads, utilities, and structures;
- e. Watercourses (including all FEMA Federal Flood Insurance Hazard Areas), marshes (including DEC – regulated wetlands), wooded areas, and other significant physical features on or near the site;
- f. Proposed pattern of lots, including lot widths and depths, building envelopes (buildable areas within each lot as allowed by the dimensional setback standards of the Town of Lebanon Land Management Law), sewerage or on-site sewage disposal systems with sanitary setbacks, water supply, road layout, open space and drainage;
- g. Land contours at not greater than ten-foot (10) intervals.

- Section 410.3 Copy of tax map(s).
- Section 410.4 Existing and/or intended restrictions on the use of the land, including easements, covenants, and zoning.
- Section 410.5 Total acreage of subdivision and number of lots proposed.
- Section 410.6 Proposed or suggested building types and approximate size and cost.
- Section 410.7 SEQR Environmental Assessment Form (EAF) – long or short form as required by the Planning Board and the SEQRA Regulations 6NYCRR Part 617.
- Section 410.8 On site sanitation and water supply facilities shall be designed to meet the specifications of the State Department of Health, and a statement to this effect shall be made on the application. If this subdivision, in combination with previous subdivision of the same parent parcel accomplished over the past three years, would meet the New York State criteria for such review as is stated in Section 360 of these regulations, Madison County Health Department certification of adequacy of water supply and sewage disposal systems shall be included.
- Section 410.9 Additional information as deemed necessary by the Planning Board.
- Section 410.10 Any required fees.

ARTICLE V MAJOR SUBDIVISION

- Section 510 Preliminary Plat
- Section 510.1 Name and address of subdivider and professional advisors, including license numbers and seals.
- Section 510.2 Three (3) copies of the preliminary plat map, drawn to scale. The map scale shall be not more than one hundred (100) feet and not less than fifty feet (50) to the inch unless otherwise specified by the Planning Board. The plat map shall include:
- a. Subdivision name, scale, north arrow, and date;
 - b. Subdivision boundaries

- c. Contiguous properties and names of owners;
- d. Existing and proposed roads, utilities, and structures;
- e. Water courses, (including all FEMA, Federal Flood Insurance Hazard Areas), marshes (including DEC-designated wetlands), wooded areas, and other significant physical features on or near the site;
- f. Proposed pattern of lots, including lot widths and depth, building envelopes (buildable areas within each lot as allowed by the dimensional setback standards of the Town of Lebanon Land Management Law), sewerage or on-site sewage disposal systems with sanitary setbacks, road layout, open space, drainage, and water supply;
- g. Land contours at five-foot or smaller intervals unless otherwise specified by the Planning Board.

Section 510.3 Copy of tax map(s).

Section 510.4 Existing and/or intended restrictions on the use of land including easements, covenants, and zoning.

Section 510.5 Total acreage of subdivision and number of lots proposed.

Section 510.6 Building types and approximate size and cost.

Section 510.7 All parcels of land proposed to be dedicated to public use and the conditions of such use.

Section 510.8 Grading plans if natural contours to be changed more than two feet.

Section 510.9 The width and location of any roads or public ways and the width, location, grades, and road profiles of all roads or public ways proposed by the developer.

Section 510.10 The approximate location and size of any proposed waterlines, hydrants, and sewer lines, showing connection to existing lines.

Section 510.11 Drainage plan, indicating profiles of lines or ditches and drainage easements on adjoining properties.

Section 510.12 Preliminary plans drawn to scale and cross-sections showing any sidewalks, road lighting, roadside trees, curbs, water mains, sanitary sewers and storm drains, the character, width and depth of pavements and subbase, and the location of any underground cables.

Section 510.13 Preliminary designs for any bridges or culverts.

Section 510.14 The proposed lot lines with approximate dimensions and areas of each lot.

Section 510.15 An actual field survey of the boundary lines of the tract, giving complete description of bearings and distances, made and certified by a licensed surveyor. The corners of the tract shall also be marked by monuments of such size and type as approved by the Planning Board, shown on the plat.

Section 510.16 Environmental Assessment Form (long form, Appendix A) and a Draft Impact Statement, if required.

Section 510.17 Where the preliminary layout submitted covers only a part of the subdivider's entire holding, a sketch of the prospective future road and drainage system of the unsubdivided part shall be submitted for study to the Planning Board.

Section 510.18 Additional information as deemed necessary by the Planning Board.

Section 510.19 Any required fees.

Section 520 Final Plat

The following shall be submitted with all applications for approval of a Final Plat for a major subdivision.

Section 520.1 One (1) mylar and two paper copies of the major subdivision plat. The mylar is to be submitted to the County Clerk by the subdivider once the Planning Board Chairman places his signature on same signifying that the subdivision is approved. This map must be drawn by a licensed surveyor to scale of not more than one hundred (100) feet and not less than fifty (50) feet to the inch, unless otherwise specified by the Planning Board.

Section 520.2 Proposed subdivision name and the name of the Town and County in

which the subdivision is located; the name and address of record owner and subdivider; name, address, license number and seal of the surveyor and/or engineer.

Section 520.3 Road lines, pedestrian ways, lots easements and areas to be dedicated to public use.

Section 520.4 Sufficient data acceptable to the Planning Board to determine readily The location, bearing and length of every road line, lot line, and boundary line; such data shall be sufficient to allow for the reproduction of such lines on the ground.

Section 520.5 The length and bearing of all straight lines, radii, length of curves, and central angles of all curves; tangent bearings shall be given for each road. All dimensions of the lines of each lot shall also be given. The plat shall show the boundaries of the property, locations, graphic scale, and the true north point.

Section 520.6 All offers of cession and any covenants governing the maintenance of unceded open space shall bear the certificate of approval of the Town Attorney as to their legal sufficiency.

Section 520.7 Permanent reference monuments shall be shown and constructed with the standards for monumentation in Section 643 of this law.

Section 520.8 Approval of the State Health Department of water supply systems and sewage disposal systems proposed or installed.

Section 520.9 An approved Environmental Impact Statement, if required.

Section 520.10 Construction drawings drawn to scale by a licensed engineer, including plans, profiles, and typical cross sections, as required, showing the location, size and type of any proposed or required new roads, sidewalks, road lighting standards, roadside trees, curbs, water mains, sanitary sewer or septic systems, storm drains or ditches, pavements and subbase, and other facilities.

Section 520.11 Evidence of legal ownership of property.

Section 520.12 Deed restrictions, existing and proposed in form for recording.

Section 520.13 A certificate by the Town Highway Superintendent, consulting

engineer, or Codes Enforcement Officer, as determined by the Planning Board, that the subdivider has complied with one of the following alternatives:

- a. All improvements have been installed in accordance with requirements of these regulations and with the action of the Planning Board giving approval of the preliminary plat, or
- b. A performance bond or certified check has been posted in sufficient amount to assure such completion of all required improvement.

Section 520.14 Any other data such as certificates, affidavits, endorsements or other agreements as may be required by the Planning Board in enforcement of this law.

ARTICLE VI DESIGN STANDARDS AND REQUIRED IMPROVEMENTS

Section 605 General

All improvements specified in the subdivision plan or required by the Planning Board in accordance with this Article shall be constructed at the expense of the subdivider without reimbursement by the Town or any district therein.

Section 610 Road Design and Construction Standards

Section 610.1 Conformity with General Plan

The arrangement, width, location, and extent of major roads and all minor roads should conform and be in harmony with local highway standards adopted by the Town Board. The Town Highway Superintendent shall be consulted by the Planning Board for an advisory opinion before the approval of any new road.

Section 610.2 Traveled Road Area

- a. The roadway should be a minimum of twenty (20) feet in width. The base should be constructed of a minimum of eighteen (18) inches of suitable gravel, other than shale, approved by the Town Highway Superintendent. The gravel base should be constructed with not more than a six (6) inch lift using at least a ten-ton roller. The top course to be a

minimum of three (3) inches of compacted bituminous asphalt concrete or a comparable material approved by the Town Highway Superintendent.

- b. Dead-end streets shall normally be designed with a circular turn around (cul-de-sac). A cul-de-sac will have a minimum of one hundred (100) feet for R.O.W. width. The Town Highway Superintendent will exercise his option as to what portion will be paved, subject to an absolute minimum outside pavement radius of fifty (50) feet.
The Planning Board shall have the option of specifying the vegetation within any unpaved portion of the cul-de-sac. The Planning Board, upon the advice of the Town Highway Superintendent, shall have the option of allowing the alternative of a hammerhead (T-type) turn-around in cases where topography makes this preferable, and where the length of the dead-end road is no longer than five hundred (500) feet. Minimum total arm length of hammerhead cross arm or arms shall be sixty (60) feet with a radius of curve between main road and cross arm(s) of not less than twenty (20) feet.
- c. Roadway grades shall not exceed seven (7) percent. The Roadway crown shall be constructed at least one quarter (0.25) inch per foot. The shoulder slope from the paved area shall be constructed at one (1) inch per foot. The road grade at intersections should not exceed three (3) percent for a distance of one hundred (100) feet in any direction.
- d. Prior to the commencement of roadway excavation or fill, stripping shall be conducted to remove all topsoil, trees, roots, organic matter, rubbish, muck, quick sand, rock or any other material objectionable in the judgment of the Town Highway Superintendent for the full width of the pavement and shoulders. All trees and stumps shall be removed from the right-of-way.
- e. Plans shall be submitted prior to construction. They shall indicate original ground elevations, finished grades, centerline profiles, typical cross-sections and proposed drainage facilities. The drainage pattern should clearly indicate direction of flow of all surface water, size and type of drainage structures with their respective locations.

Section 610.3 Shoulders

The shoulders shall be a minimum of five (5) feet in width. They are to be constructed at a minimum of twelve (12) inches in depth. The material to be a crushed gravel approved by the Town Highway Superintendent. Compaction should be performed with at least a ten-ton roller with not more than six (6) inch lifts.

Section 610.4 Drainage

Roads will be designed and constructed so as to keep the road surface reasonably water-free during rainstorms and melt-offs. Normally this will require an eighteen (18) ditch on at least one side of the road, though this shall be left to the discretion of the Planning Board. All drainage, ditching, and banks are to be constructed in conformity with the Town Highway Superintendent and Section 635 of this law.

Section 610.5 Culverts

The minimum culvert size shall be fifteen (15) inches in diameter. The pipe shall be new corrugated steel or new corrugated plastic pipe with a minimum of sixteen (16) gauge. Culverts shall be installed where necessary as determined by the Town Highway Superintendent. They shall be a minimum of twenty (20) feet in length at all driveways. Culverts beneath the roadway shall be lengths determined by the Town Highway Superintendent. Plastic aprons with rip-rap or approved material shall be installed at all culvert ends in conformance with the Town Highway Superintendent.

Section 610.6 Right of Way

The acceptable right-of-way shall be a minimum of fifty (50) feet. The Town shall be provided with a survey map and legal description. The highway boundaries shall be clearly marked by permanent survey markers. The Town shall receive a title insured warranty deed by properly executed conveyance.

Section 615 Sidewalks

Sidewalks are not required in every subdivision; when sidewalks are required, they shall be installed as follows:

1. Sidewalks shall be installed at expense of the subdivider at such locations as the Planning Board may deem necessary;
2. Sidewalks must be constructed to comply with the detailed specifications of the Planning Board;
3. Sidewalks shall be concrete or other approved material, and have a minimum width of four (4) feet in residential areas, and five (5) feet in commercial and industrial areas.

Section 620 Utilities

Public utility improvements may be required and shall be installed as follows:

1. Fire Protection: Hydrants to be of size, type and location specified by the Insurance Services Organization.
2. Street Lighting: Poles, brackets, and lights to be of size, type, and location approved by the local power company and shall be compatible with any existing street lighting.
3. Electricity: Power lines may be required to be placed underground and shall be approved by the local power company.
4. Utility Services: Shall be located from six (6) to eight (8) feet from the back property line to center line of the utility service or between the sidewalk and curb line.

Section 625 Water Supply

1. Individual wells shall be installed at the expense of the subdivider to the approval of the Planning Board.
2. If, in the opinion of the Planning Board, it is feasible and desirable to require a public water supply system, such system shall be installed at the expense of the subdivider to the approval

of the Planning Board.

3. All individual wells shall meet the requirements of the New York State Department of Health to the satisfaction of the Planning Board.

Section 630 Sewage Disposal

1. Where septic systems are proposed, the subdivider shall submit specific locations and results of percolation tests (or any such other tests of soil suitability for onsite sewage disposal as the New York State Department of Health may currently specify) for each lot and lot-specific design plan for any such disposal system. For all soils shown to have a seasonal high water table in the U.S. Dept. of Agriculture, Natural Resources Conservation Service (formerly Soil Conservation Service) Soil Survey of Madison County, the required percolation tests shall be performed during the indicated period of seasonal high water for the specific soils of the locations tested. Each lot-specific on-site disposal design plan shall be located in the same portion of the proposed lot as a location at which a satisfactory percolation test result was obtained, unless there is clear evidence justifying to the Planning Board the generalization of test results to some other portion of the lot or other lot.

2. All sanitary sewage disposal systems shall meet the requirements of the New York State Department of Health to the satisfaction of the Planning Board. Where the results of soil investigation and percolation tests require use of an alternative design system on one or more proposed lots, the design of such systems shall be subject to Madison County Health Department review and approval.

Section 635 Drainage Improvements

Section 635.1 Removal of Spring and Surface Water

The subdivider may be required by the Planning Board to carry away by pipe or open ditch any spring or surface water that may exist either previous to, or as a result of the subdivision. Such drainage facilities shall be located in the street right-of-way where feasible, or in perpetual unobstructed easements of appropriate width.

Section 635.2 Drainage Structure To Accommodate Potential Development Upstream

A culvert or other drainage facility shall, in each case, be large enough to accommodate potential runoff from its entire upstream drainage area, whether inside or outside the subdivision. The Town Highway Superintendent shall approve the design and size of facility based on anticipated run-off from a “ten-year” storm under conditions of total potential development permitted by the Land Management Law in the watershed.

Section 635.3 Responsibility From Drainage Downstream

The subdivider’s engineer shall also study the effect of each subdivision on the existing downstream drainage facilities outside the area of the subdivision; this study shall be reviewed by the Town Highway Superintendent. Where it is anticipated that the additional run-off incident to the development of the subdivision will overload an existing downstream drainage facility during a “five-year” storm, the Planning Board shall notify the Town Board of such potential condition. In such case, the Planning Board will not approve the subdivision until provisions have been made for the improvement of said condition.

Section 640 Lots

Section 640.1 Location

All lots shall abide by the Town’s Land Management Law.

Section 640.2 Dimensions

The lot size, width, depth, shape, and area shall comply with the Town’s Land Management Law.

Section 640.3 Double Frontage Lots

Frontings on two roads other than corner lots shall be discouraged.

Section 640.4 Pedestrian Easements

In order to facilitate pedestrian access from roads to schools, parks, play areas, or nearby roads, perpetual unobstructed easements at least twenty (20) feet wide may be required by the Planning Board. In heavy traffic areas, sidewalks may be required

in addition.

Section 640.5 Setback

The provisions of the Town's Land Management Law shall apply regarding setback lines.

Section 640.6 Lot Lines

Side lot lines shall be approximately at right angles to the road, or radial to curved roads. On large size lots and except when indicated by topography, lot lines shall be straight.

Section 640.7 Corner Lots

Lots for residential use shall have extra width to permit appropriate building setback from and orientation to both roads.

Section 643 Monuments

Section 643.1 Material Qualities

Survey points governing subdivision location shall have the following qualities:

- a. Detectable - Monuments shall be made at least partly of ferrous materials. They should not be made of stone.
- b. Durable - Monument shall be made of a long-lasting (over a hundred years) material such as concrete, copper or aluminum shell.
- c. Unique and Identifiable - Monuments shall be capped or permanently tagged with the surveyor's name and license number, as they appear on the filed plat map.

Section 643.2 Placement

The placement of monuments shall be consistent with accessibility (preferably by public road rights-of-way) and preservation (avoiding utilities or potential future driveways). They shall, if possible, be placed within line of sight of their immediately neighboring monuments.

Section 643.3 Density

For major subdivisions, the desired density of monumentation

will be:

- a. at least 2 per every 10 lots, or
- b. at least 2 per the first 500 feet of road frontage, with an additional monument for every additional 500 feet, or
- c. at least 3 per each partial section of the total subdivision to be separately filed, whichever yields the greatest number.

Section 643.4 Verification

For minimal disturbance, monumentation should be the last site improvement, and its installation shall be verified by the Town Highway Superintendent, consulting engineer, or Codes Enforcement Officer before final plat approval for map filing, release of improvement bonds, or issuance of building permits. It is imperative that installed monuments, in order to be legally controlling, are physically in place at the time of the filing of the plat map and are congruent with the description and placement as designated on the filed plat map.

Section 645 Unique and Natural Features

The Planning Board shall, wherever possible, establish the preservation, in the design of the subdivision, of all unique and irreplaceable physical features which add value to residential developments and to the community, such as large trees or groves, historic landmarks and sites, rock outcrops, hilltop lookouts and scenic vistas, desirable natural contours, and similar features. To the extent consistent with the reasonable utilization of the land and in accordance with applicable New York State and Federal regulations, all streams, lakes, ponds, and State or Federally regulated wetlands shall be left unaltered and preserved as undeveloped open space. Original topsoil moved during the construction of infrastructure shall be returned and stabilized by approved methods in such a manner as to leave no unsightly mounds or depressions. No tree with a diameter of eight (8) inches or more as measured three (3) feet above the base of the trunk shall be removed as part of subdivision physical preparation or infrastructure construction unless either such tree is within the right-of-way of a street as shown on the final Subdivision Plat or, if outside such a ROW, the Planning Board has granted specific

approval for it. The Planning Board may require to be shown on the final Plat existing trees identified for removal and/or retention.

Section 650 Public Open Spaces And Sites

Consideration shall be given to the allocation of areas suitably located for community purposes as indicated on the General Plan and which shall be made available by one of the following methods:

1. Dedication to the Town;
2. Reservation of land for use of property owners by deed or covenant;
3. Reservation for acquisition by the Town within a reasonable period of time. Said reservation shall be made in such manner as to provide for release of the land to the subdivider in the event the Town does not proceed with the purchase;
4. If the Planning Board determines that suitable parks or parks of adequate size cannot be properly located in the plat or is otherwise not practical, the Board may require as a condition to approval of the plat a payment to the Town of Lebanon of a sum to be determined by the Town Board, which sum shall constitute a trust fund to be used exclusively for neighborhood park, playground or recreational purposes including the acquisition of property.
The Planning Board may require the reservation of such other areas or sites of a character, extent, and location suitable to the needs of the Town as water plants, sewage treatment plant, and other community purposes not anticipated in the General Plan.

Section 655 Unsuitable Land For Subdivisions

The Planning Board shall approve no proposed plat or portion thereof unless the land is shown to be of such character that it can

be used safely for building purposes without danger to health or peril from fire, flood, drainage or other menace to neighboring properties, to traffic safety where driveways and new roads join existing roads, or to the public health, safety and welfare. As a safety measure for the protection of the health and welfare of the people of the Town, land which is found to be unsuitable for subdivisions due to harmful features (e.g. drainage problems) shall not be subdivided until adequate methods are formulated by the subdivider and approved by the Planning Board. Before final approval, the subdivider shall, in lieu of the improvements, furnish a surety bond or certified check covering the cost of the required improvements in accordance with the provisions of Sect. 277.9 *Performance bond or other surety*, of the New York State Town Law.

Section 660 Waiver

Where the Planning Board finds that, due to the special circumstances of a particular plat, the provision of certain required improvements of Article 6 would not be necessary for the maintenance of the public health, safety or general welfare or would be inappropriate due to inadequacy or lack of connecting facilities adjacent or in proximity to the proposed subdivision, it may waive such requirements subject to appropriate conditions and provided that such waiver will not have the effect of nullifying the intent of this Law or the Land Management Law.

ARTICLE VII BOND FOR INSTALLATION OF IMPROVEMENTS

Section 710 General

In order that the Town has the assurance that the construction and installation of such improvements as storm sewer, public water supply, road signs, side walks, and road surfacing will be constructed, the subdivider shall enter into one of the following agreements with the Town:

1. Construct all improvements directly affecting the subdivision as required by these regulations and by the Planning Board, prior to final approval of the plat;
2. In lieu of the completion of the improvements, furnish bond executed by a surety company equal to the cost of construction of such improvements as shown on the plans and based on an estimate

furnished by the applicant and approved by the Planning Board;

3. In lieu of the completion of improvements, deposit a certified check in sufficient amount equal to the cost of construction of such improvements as shown on the plans and based on the above estimate.

Section 720 Conditions

Before the final plat is approved, the subdivider shall have executed a subdivider contract with the Town, and a performance bond or certified check shall have been deposited covering the estimated cost of the required improvements that have been designated by the Planning Board.

The performance bond or certified check shall be to the Town and shall provide that the subdivider, his/her heirs, successors, and assigns, their agent or servants, will comply with all the applicable terms, conditions, provisions, and requirements of this law; and will faithfully perform and complete the work of constructing and installing such facilities or improvements in accordance with such laws and regulations.

Any such bond shall require the approval of the Town Board and the Town Attorney as to form, sufficiency, manner of execution, and surety.

Wherever a certified check is made, the same shall be made payable to the Town of Lebanon.

Section 730 Extension of Time

The construction or installation of any improvements or facilities, other than roads, for which guarantee has been made by the subdivider in the form of a bond or certified check deposit, shall be completed within one year from the date of approval of the final plat. Road improvements shall be completed within two years from the date of approval of the final plat. The subdivider may request an extension of time, provided the subdivider can show reasonable cause for inability to perform said improvements within the required time. The extension should not exceed six (6) months, at the end of which time the Town may use as much of the bond or check deposit to construct the improvements as necessary. More than one six month extension may be granted at the discretion of the Planning Board. The same shall apply whenever construction of improvements is not performed in accordance with applicable standards and specifications.

Section 740 Agreement - Schedule of Improvements

When a certified check or performance bond is made pursuant to the preceding Sections, the Town and subdivider shall enter into a written agreement itemizing the schedule of improvements in sequence with the cost opposite each phase of construction or installation, provided that each cost as listed may be repaid to the subdivider upon completion and approval after inspection of such improvement or installation. However, ten percent (10%) of the check deposit or performance bond shall not be repaid to the subdivider until one (1) year following the completion, inspection, and acceptance by the Town of all construction and installation covered by the check deposit or performance bond as outlined in the subdivider's contract.

Section 750 Inspections

Periodic inspections during the installation of improvements shall be made by the Highway Superintendent, consulting engineer, and/or Codes Enforcement Officer, as requested by the Planning Board, to insure conformity with the approved plans and specifications as contained in the subdivider's contract and this law. The subdivider shall notify the Codes Enforcement Officer when each phase of construction is ready for inspection. At least five (5) days prior to commencing construction of required construction, the subdivider shall pay to the Town Clerk any inspection fee required by the Town Board. Upon acceptable completion of installation and construction, the Planning Board shall issue a letter to the subdivider or his representative and such letter shall be sufficient evidence for the release by the Town of Lebanon of the portion of the performance bond or certified deposit designated in the subdivider's contract to cover the cost of such completed work.

Section 760 Acceptance Of Roads And Facilities

When the Planning Board and the Town Board, following final inspection of the subdivision by the individual or individuals chosen for that purpose by the Planning Board, have received certification that all installations and construction have been completed in accordance with the subdivider's contract, the Town Board may, by resolution, proceed to accept the facilities for which bond has been posted or check deposited.

ARTICLE VIII CLUSTER AND ZERO LOT LINE PROVISIONS

Section 810 General

Pursuant to a resolution of the Town Board, the Town of Lebanon Planning Board has been empowered to modify the minimum width and minimum

setback requirements in accordance with the provisions of Section 281 of Town Law, in order to enable and encourage flexibility of design and development of land in such a manner as to promote the most appropriate use of land, to facilitate the adequate and economic use of streets and utilities, and to preserve the natural and scenic qualities of open lands and shorelines.

Section 820 Standards

The following shall be standards and procedures:

1. The Town of Lebanon Planning Board may make such modifications only with respect to the lands within special development areas.
2. The minimum acreage to which this section may be applicable to, shall be ten (10) acres, except that where public services, sewer and/or water are available the Planning Board may determine the minimum size.
3. No subdivision shall be approved by the Planning Board pursuant to this section which shall not reasonably safeguard the appropriate use of adjoining land.
4. In the event that utilization of this section results in a Plat showing lands available for park, recreation, or other municipal purposes, the Planning Board may impose such conditions on the ownership, use and maintenance of such lands as it deems necessary to assure the preservation of such lands for their intended purposes, and may further, in the case of lands to be retained in open space, require that such lands be restricted by deed restriction, restrictive covenant, conveyance of a scenic easement or other appropriate means against any development or land use inconsistent with their retention on open space.
5. The provisions of this section shall not be deemed to authorize a change in the permissible use of such lands as provided in other Town regulations, laws or ordinances.

Section 830 Procedures

.1 Request By Subdivider

A subdivider may request the use of this Section simultaneously with the submission of the Sketch Plan, as described in Article III, Section 330. Any submission thereto, shall require a resubmission of the Sketch Plan.

.2 Alternate Sketch Plan

A subdivider shall present for the Planning Board's consideration along with a proposal utilizing the provisions of this Section, an alternate Sketch Plan, with lots meeting the minimum lot area, minimum lot width, and requirements of any other town ordinance or local law.

.3 Plat Submission

Upon determination by the Planning Board that the Sketch Plan utilizing the provisions of this Section is suitable, the procedures attendant to and subsequent to the Sketch Plan submission as set forth in this Article, shall be followed in regular order.

.4 Local Filing, Notation on Zoning Map

Any Subdivision Plat finally approved which involves modifications as provided for in this Section shall be filed, (in addition to the filing required in Article III Section 340 hereof) with the Town Clerk, who shall make appropriate notation and reference thereto on the official Town Map.

NOTES

Note No. 1 (Reference Section 320, page 6)

The sketch plan should be prepared to a scale of not less than 1": 200'. A topographic or tax map base may be used. It should include the following information for the original, all proposed lots to be created, and all adjoining or cross-road lots:

1. North Arrow
2. Tax map Sheet-Block-Lot number (existing lots only)
3. Deed owner(s) name
4. Lot sizes, dimensions, and locations
5. Location and name of adjacent streets and distance to closest intersection from original lot location
6. Easements, rights-of-way, or other encumbrances on parcels adjacent to original parcel
7. General site topography and drainage patterns
8. Location and extent of significant natural features, such as fields, woods, streams, ponds, wetlands, and areas subject to flooding.

APPENDICES

APPENDIX A. ENVIRONMENTAL ASSESSMENT FORMS (EAF)

Full Environmental Assessment Form (available at Town Clerk's Office)

Short Environmental Assessment Form (available at Town Clerk's Office)

APPENDIX B. SUBDIVISION APPLICATION

SUBDIVISION APPLICATION NUMBER -- 2008
TOWN OF LEBANON, NY

Applicant _____ Street Address _____ Town _____ State _____ Zip _____ Phone _____ E-mail _____ Tax Map No. : _____ - _____ - _____ <small>(Section) (Block) (Lot)</small>	Co-Applicant _____ Street Address _____ Town _____ State _____ Zip _____ Phone _____ E-mail _____
Project Description: <i>(Attach a Sketch Map or Scaled Drawing if Required)</i> What is Proposed: _____ _____ Location: _____ _____ <i>(Give Street Address, Distance and direction from nearest road intersection or prominent landmark)</i> Is this parcel currently agriculturally exempt for tax purposes? _____ Information on proposed new parcels: Size in Acres: _____ Road for main access: _____ Frontage in feet: _____ Structures to Be Built & Size (if any): _____ Size in Acres: _____ Road for main access: _____ Frontage in feet: _____ Structures to Be Built & Size (if any): _____ Size in Acres: _____ Road for main access: _____ Frontage in feet: _____ Structures to Be Built & Size (if any): _____ Size in Acres: _____ Road for main access: _____ Frontage in feet: _____ Structures to Be Built & Size (if any): _____ Size in Acres: _____ Road for main access: _____ Frontage in feet: _____ Structures to Be Built & Size (if any): _____	
Date(s) of Previous Application(s) for Subdivision: _____	
Signature of Applicant: _____ Date: _____	
Applicant must complete and attach either a <i>Short Environmental Assessment Form</i> or an <i>Environmental Assessment Form</i> (as appropriate) with Part I completed. For a Major Subdivision the Long Environmental Assessment Form must be used. Subdivision Application Fee is \$50 for the 1st and 2nd lot, each additional lot is \$25. Major Subdivision (5 lots) Application fee is \$150, each additional lot is \$25. These fees are payable to the Lebanon Town Clerk.	

**PLANNING BOARD REVIEW AND ACTION
FOR SUBDIVISION**

Initial Review

Meeting Date: _____

Type of Subdivision:

a. Minor: _____

b. Major: _____

c. Merge: _____

d. Lot realignment: _____

Type of sewage/ water installation proposed: _____

Date Material Received : 2 copies of property survey: _____ 1 Mylar: _____

Preliminary Plat: _____ Final Plat: _____

Is Application Complete: Yes _____ No: _____

Missing Documentation or Information/Supplemental Information Needed:

Is County Planning Department Review Required: Yes: _____ No: _____

If "Yes" Why: _____

Is Public Hearing Required: Yes _____ No _____

Subsequent Meeting Date(s) Scheduled:

Date: _____ Time: _____

Date: _____ Time: _____

Madison County Review (Not Applicable: Y N)

Date Referred to County: _____

Date of County Recommendation: _____

County Recommendation:

Returned for Local Determination _____ (Initial)

Recommending Approval: _____ (Initial)

Recommending Approval with Conditions as follow: _____ (Initial)

Recommending Disapproval: _____ (Initial)

Public Hearing Scheduled for: Date: _____ Time: _____

Date Public Notice Published: _____

Final Determination: (Initialed by Planning Board Chair or Presiding Member)

Approved _____ Conditions of Approval: _____

Denied: _____ Reason(s) for Denial: _____

Date Applicant Notified: _____ Notified By: _____

Planning Board Chair Signature: _____

Date: _____

APPENDIX C. SPECIAL USE PERMIT APPLICATION

SPECIAL USE PERMIT APPLICATION -- NUMBER 2008 SUP _____
TOWN OF LEBANON, NY

Owner _____ Street Address _____ Town _____ State _____ Zip _____ Phone _____ E-mail _____ Tax Map No: _____ <i>(Section) (Block) (Lot)</i>	Applicant _____ Street Address _____ Town _____ State _____ Zip _____ Phone _____ E-mail _____
--	---

Project Description: *(Attach a Sketch Map or Scaled Drawing if Required)*
 What is Proposed: _____

 Location: _____

(Give Street Address, Distance and direction from nearest road intersection or prominent landmark)
 Size of Parcel: _____ Acreage Affected by Project: _____
 Structures to Be Built & Size: _____

 Will this special use involve creation of a new business(describe): _____
 Does this property have an agricultural exemption for tax purposes? _____

Project Impacts:
Current Use of Parcel (and Site Affected by Project)
 Parcel: (all or portion) _____
 Site: (actual piece to be altered) _____
 Noise Impact Y/N: _____ Odor Impact Y/N: _____
 Vista Impact Y/N: _____ Historic Site Impact Y/N: _____
Current Use of All and any Adjacent Parcels/Buildings within 500' & Distance to Nearest Building/Structure/Well and Septic System *(In feet):*
 North of Project: _____ Distance: _____
 Owner: _____
 South of Project: _____ Distance: _____
 Owner: _____
 East of Project: _____ Distance: _____
 Owner: _____
 West of Project: _____ Distance: _____
 Owner: _____
 Other: _____ Distance: _____
 Owner: _____

Project Equipment and Machinery:
 To be or currently installed on site: _____
 Temporarily installed for use in construction: _____

Anticipated Traffic and Parking Needs: _____

Date of Previous Applications for Parcel: _____
 Signature of Applicant: _____ Date: _____

Applicant must complete and attach either a *Short Environmental Assessment Form* or an *Environmental Assessment Form (as appropriate)* with Part I completed.

**PLANNING BOARD REVIEW AND ACTION
FOR SPECIAL USE PERMIT**

Initial Review

Meeting Date: _____

Is Application Complete: Yes ____ No: ____

Missing Documentation or Information/Supplemental Information Needed:

Date Material Received : _____

Is County Planning Department Review Required: Yes: _____ No: _____

If "Yes" Why: _____

Is Public Hearing Required: Yes ____ No ____

Subsequent Meeting Date(s) Scheduled:

Date: _____ Time: _____

Date: _____ Time: _____

Madison County Review

Date Referred to County: _____

Date of County Recommendation: _____

County Recommendation:

Returned for Local Determination _____ (Initial)

Recommending Approval: _____ (Initial)

Recommending Approval with Conditions as follow: _____ (Initial)

Recommending Disapproval: _____ (Initial)

Public Hearing Scheduled for: Date: _____ Time: _____

Date Public Notice Published: _____

Final Determination: (Initialed by Planning Board Chair or Presiding Member)

Approved ____ Conditions of Approval: _____

Denied: ____ Reason(s) for Denial: _____

Date Applicant Notified: _____ **Notified By:** _____

Planning Board Chair Signature: _____

Date: _____

APPENDIX D. SITE PLAN APPLICATION

SITE PLAN APPLICATION -- NUMBER 2008 SPA _____

Applicant:	Owner (if different):
Name _____	Name _____
Address _____	Address _____
_____	_____
Telephone _____	Telephone _____
E-mail _____	E-Mail _____
Location of Site _____	

Tax Map ID. _____ (attach a sketch map or scaled drawing)

Proposed Use(s) of Site _____

Size of Parcel _____ Acreage Affected by Project _____

Current Land Use of Site (agriculture, commercial, undeveloped, etc) _____

Current Condition of Site _____

Character of Surrounding Lands (suburban, agriculture, wetlands, etc) _____

If the intended Use is for a Mobile home, what is the make, model and what in year was it constructed?

PLANNING BOARD REVIEW AND ACTION FOR SITE PLAN APPROVAL

Initial Review

Meeting Date: _____

Is Application Complete: Yes ____ No: ____

Missing Documentation or Information/Supplemental Information Needed:

Date Material Received : _____

Is County Planning Department Review Required: Yes: _____ No: _____

If "Yes" Why: _____

Is Public Hearing Required: Yes ____ No: _____

Subsequent Meeting Date(s) Scheduled:

Date: _____ Time: _____

Date: _____ Time: _____

Madison County Review

Date Referred to County: _____

Date of County Recommendation: _____

County Recommendation:

Returned for Local Determination _____ (Initial)

Recommending Approval: _____ (Initial)

Recommending Approval with Conditions as follow: _____ (Initial)

Recommending Disapproval: _____ (Initial)

Public Hearing Scheduled for: Date: _____ Time: _____

Date Public Notice Published: _____

Final Determination: (Initialed by Planning Board Chair or Presiding Member)

Approved ____ Conditions of Approval: _____

Denied: ____ Reason(s) for Denial: _____

Date Applicant Notified: _____ **Notified By:** _____

Planning Board Chair Signature: _____

Date: _____