

VILLAGE OF MEXICO
APPLICATION FOR A MAJOR SUBDIVISION

For Planning Board Use Only:

Tax Map Parcel No.: _____
Application Number: _____ Received by: _____
Major Subdivision - Application Fee \$ _____ Date: _____

INSTRUCTIONS TO APPLICANT:

Complete all parts of this application form. No public hearing will be scheduled until all questions have been answered or satisfactorily explained in writing. The Planning Board stands ready to help you but you must furnish the information required by law before the Planning Board can take action on your application.

Subdivision Name and Location: _____

Applicant:

Name: _____
Address: _____
Phone No.: _____

Owner of land to be subdivided:

Name: _____
Address: _____
Phone No.: _____

Licensed Surveyor:

Name: _____
Address: _____
Phone No.: _____
License #: _____

Total acreage of site: _____

Number of building lots: _____

Current Zoning District Classification: _____

Will development be staged? _____

Zoning Law Requirements

Required

Shown on Plan

- a. Minimum lot size: _____
- b. Minimum lot frontage: _____

State and Federal

Permits Needed: _____

Subdivision Plat Must Show:

	YES	NO
a. The subdivision name, scale, North arrow, date, title block, and tax parcel number.....		
b. The subdivision boundaries.....		
c. All contiguous properties with names of owners (including properties across any public road).....		
d. Existing and proposed roads, utilities and structures.....		
e. Watercourses, marshes, wooded areas, public facilities and other significant physical features on or near the site.....		
f. Proposed pattern of lots, including lot widths and depths, road layout, open space, drainage, water supply and sewage disposal facilities.....		
g. Land contours at intervals of ten feet or other suitable indicators of slope, if deemed necessary by the planning board...		
h. The seal of the licensed land surveyor who prepared the plat, over signed in red ink.....		
i. Written description for each lot of subdivision.....		
j. Completed Long Environmental Assessment Form?		

Other questions:

a. Are five copies of the plat included?		
b. Is a copy of the tax map(s) showing the subdivision site attached?		
c. Does the plat map show existing restrictions on the use of land, including easements and covenants and are copies of such included with this application?		
d. Does the plat map show total acreage of the subdivision and number of lots proposed?		
e. Does the plat map show all existing buildings with setbacks from proposed lot lines?		
f. Are all real property taxes pertaining to the property paid in full?		
g. Are percolation test results (performed in accordance with NYS DOH standards) shown on the map for each lot and is documentation included showing that the tests were conducted by a professional engineer, architect, surveyor, code enforcement officer or other professional?		
h. Are the corners of the tract marked by monuments of such size and type as to be in accordance with the accepted standards of the surveying profession?		
i. Is there evidence of potable water with sufficient quantity available for all proposed building lots?		

Submission Requirements for Major Subdivision - Preliminary Plat:		YES	NO
a. Five copies of the plat map, drawn to scale. The map scale shall be drawn at an appropriate scale on a sheet larger than 8½" x 14".....			
b. All parcels of land proposed to be dedicated to public use and the conditions of such use.....			
c. Grading and landscaping plans.....			
d. 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.....			
e. The approximate location and size of all proposed waterlines, hydrants and sewer lines, showing connection to existing lines.....			
f. A stormwater management plan, indicating profiles of lines or ditches and drainage easements on adjoining properties.....			
g. Plans and cross-sections showing 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.....			
h. Preliminary designs for any bridges or culverts.....			
i. The proposed lot lines with dimensions and area of each lot.....			
j. An actual field survey of the boundary lines of the tract, giving complete description by 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 to be in accordance with the accepted standards of the surveying profession, and their locations shown on the plat.....			
k. A draft environmental impact statement, if required.....			
l. Where the preliminary plat 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.....			
m. Additional information as deemed necessary by the Planning Board.....			
Submission Requirement for Major Subdivision - Final Plat:		YES	NO
a. Five copies of the plat, one of which is a mylar copy acceptable for filing with the county clerk? The map scale shall be drawn at an appropriate scale on a sheet larger than 8 ½ inches by 14 inches.....			
b. The proposed subdivision name and the name of the village and county in which the subdivision is located; the name and address of the record owner and subdivider; the name, address, license number and seal of the licensed land surveyor oversigned in red ink.....			
c. Road lines, pedestrian ways, lots, easements and areas to be dedicated to public use.....			
d. 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.....			
e. 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 true North arrow.....			
f. All offers of cession and any covenants governing the maintenance of uncaded open space shall bear the certificate of approval of the Village Legal Counsel as to their legal sufficiency.....			
g. Permanent reference monuments shall be shown and constructed in accordance with the accepted standards of the surveying profession.....			
h. All necessary approvals of the NYS Department of Health, NYS Department of Environmental Conservation, NYS Department of Transportation, Oswego County Highway Department, and any other involved agency.....			
i. An approved environmental impact statement, if required.....			
j. Construction drawings, including plans, profiles and typical cross sections, as required, showing the proposed location, size and type of road, sidewalks, road lighting standards, roadside trees, curbs, water mains, sanitary sewer or septic systems, storm drains or ditches, pavements and subbase and other facilities.....			
k. Evidence of legal ownership of property.....			
l. Deed restrictions, existing and proposed in form for recording.....			
m. A certificate by the Subdivision Inspector certifying that the subdivider has complied with one of the following alternatives:			
(1) All improvements have been installed in accord with requirements of this chapter and with the action of the Planning Board giving approval of the preliminary plat; or			
(2) A performance bond, irrevocable letter of credit or cashier's check or bank draft has been posted in sufficient amount as determined by the Village Legal Counsel to assure such completion of all required improvements.....			
n. Any other data, such as certificates, affidavits, endorsements or other agreements, as may be required by the Planning Board in enforcement of this chapter.....			

NOTE TO APPLICANT:

Before you submit this application for approval of a major subdivision, **MAKE SURE** that all applicable requirements of the Village of Mexico Subdivision Law have been met. No public hearing will be scheduled until all required documents have been furnished in form satisfactory to the Village of Mexico Planning Board or a written explanation has been given to irrelevant items omitted.

The undersigned hereby requests approval by the Village of Mexico Planning Board of the identified application for a major subdivision. I hereby certify that I have completed the application to the best of my ability and have complied with all applicable regulations of the Village of Mexico Subdivision Law. I certify that the application information is complete and I believe all information given to be true.

Signature of Applicant

Date: _____

Sworn to before me this _____
day of _____, _____

Notary Public

Signature of Landowner

(If Applicant is not Landowner)

Date: _____

Sworn to before me this _____
day of _____, _____

Notary Public

FOR PLANNING BOARD USE ONLY

Date

1. Sketch Plan submitted to Planning Board (optional).....
2. Sketch Plan Conference held (optional).....
3. Long Environmental Assessment form completed by applicant.....
4. Determination by the Planning Board that the **Application for a Major Subdivision - Preliminary Plat** is complete and all required information supplied to the Planning Board.....
5. Referred to Zoning Board of Appeals for area variance (if applicable).....
6. Resolution to hold public hearing on **Preliminary Plat** made by the Planning Board.....
7. Notice of public hearing published in the official newspaper of the village.....
8. Notice of public hearing mailed to adjoining property owners by applicant.....
9. Public hearing held.....
10. SEQR determination made by Planning Board.....
11. Decision made on **Application for a Major Subdivision - Preliminary Plat**

_____ Approved

_____ Disapproved

_____ Approve w/Modifications. Modifications Include: _____

Signature of Planning Board Chair

Date

NOTE: Approval of **Preliminary Plat** does NOT mean final approval and therefore, lots within the subdivision shall NOT be sold, offered for sale, leased or rented.

12. If modifications are required, date notification of modifications referred to applicant.....
13. Determination by the Planning Board that the **Application for a Major Subdivision - Final Plat** is complete and all required information supplied to the Planning Board.....
14. Resolution to hold public hearing on **Final Plat** made by the Planning Board.....
15. Notice of public hearing published in the official newspaper of the village.....
16. Notice of public hearing mailed to adjoining property owners by applicant.....
17. Public hearing held.....
18. Decision made on **Application for a Major Subdivision - Final Plat**

_____ Approved

_____ Disapproved

_____ Conditionally Approved Conditions of Approval: _____

Signature of Planning Board Chair

Date

19. Decision noted on all copies of **Final Plat** and required number of copies returned to applicant.....
20. If conditionally approved, date conditions were satisfied and final plat approval was granted.....
21. Plat map filed with County Clerk.....