



Town of Van Buren  
Town Building  
7575 Van Buren Rd.  
Baldwinsville, NY 13027  
Phone 315-635-3604  
Fax 315-635-8247

Park Fees:  
Major: \$350 per lot  
Minor: \$150 per lot

SUBDIVISION APPLICATION  
PLANNING BOARD

Project Title: \_\_\_\_\_

Project Location: \_\_\_\_\_

Parcel Tax Map Number(s): \_\_\_\_\_

I. Applicant Information

Landowner: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Developer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Attorney: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Surveyor: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Does the applicant own the property subject to this application Yes \_\_\_\_\_ No \_\_\_\_\_ If no, please provide written permission of the property owner to allow the application to proceed.

II. Project Information

Description of project (state purpose and give project description):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total area of project site: \_\_\_\_\_

Has the proposed property been previously subdivided? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, when?

\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

Planning Board Action:

Date Application Filed: \_\_\_\_\_ 20\_\_\_\_ Date of SEQR Determination: \_\_\_\_\_ 20\_\_

Date of Public Hearing: \_\_\_\_\_ 20\_\_ Subdivision: Approved \_\_\_ Denied \_\_\_

OR Approved with the following conditions/modifications: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Drawings forming a part of this application are:

- A. \_\_\_\_\_ copies of sketch plan      DWG # \_\_\_\_\_ Date \_\_\_\_\_
- B. \_\_\_\_\_ copies of preliminary plan      DWG # \_\_\_\_\_ Date \_\_\_\_\_
- C. \_\_\_\_\_ copies of street profiles      DWG # \_\_\_\_\_ Date \_\_\_\_\_
- D. \_\_\_\_\_ copies of topography survey      DWG # \_\_\_\_\_ Date \_\_\_\_\_

SUBDIVISION APPLICATION CONTINUED: Town of Van Buren, 7575 Van Buren Rd., Baldwinsville, NY 13027

Applicant respectfully states:

Applicant is the (owner), (purchaser under contract), of the subject property, which is located at

\_\_\_\_\_ (address or description of the property) on \_\_\_\_\_ (date), or if not owner, the address of owner of record

\_\_\_\_\_. The property is currently zoned \_\_\_\_\_. The current use of the subject property is \_\_\_\_\_.

In the event that all required documents are not furnished to the Planning Board, at the time of submission of this application, the applicant hereby agrees that he waives any and all rights, which might otherwise accrue to him/her by virtue of the Van Buren Town Law of the State of New York. The applicant further consents to appropriate action by the Planning Board, either revoking any approval granted hereafter, or obtaining any conditions or restrictions contained herein or imposed hereafter by the Town of Van Buren Planning Board.

By signing this application, applicant certifies that all documentation and statements made herein are accurate And true to the best of applicant's personal knowledge.

Applicant Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Corporation Name (if any) \_\_\_\_\_

Date \_\_\_\_\_ 20 \_\_\_\_\_

Mailing Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

STATE OF NEW YORK }  
COUNTY OF ONONDAGA }  
TOWN OF VAN BUREN }

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public Signature

**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.

<b>Part 1 - Project and Sponsor Information</b>				
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.			<b>NO</b>	<b>YES</b>
			<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:			<b>NO</b>	<b>YES</b>
			<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				



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"/>
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>		
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.

<input type="checkbox"/>	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.
<input type="checkbox"/>	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**

Town of Van Buren  
Town Building  
7575 Van Buren Rd.  
Baldwinsville, NY 13027  
Ph. (315) 635-3604  
Fax(315) 635-8247



**Notification to Surrounding Property Owners of Pending Action**

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

This petition will serve as official notice to surrounding property owners (listed below), that there is a pending action before the Van Buren Planning Board and/or Zoning Board of Appeals by the following applicant:

\_\_\_\_\_ of \_\_\_\_\_

Tax Map Parcel # \_\_\_\_\_, property located at: \_\_\_\_\_

The action applied for is as follows:

\_\_\_\_\_ Variance from Zoning Ordinance \_\_\_\_\_ Subdivision Request \_\_\_\_\_ Site Plan Review  
(Section \_\_\_\_\_) \_\_\_\_\_ Special Use Permit (Section \_\_\_\_\_)

The proposal is described as follows: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

As the pending application is on neighboring property to yours, the applicant has been instructed to present this petition to inform you of the action. This petition will be included in the application file.

Name (print)                      Address                      Signature                      Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Information related to this application is on file at the Codes Enforcement Office of the Town of Van Buren, 7575 Van Buren Rd., Baldwinsville, NY. Please contact David Pringle, Codes Enforcement Officer, between 8:30 a.m. and 4:00 p.m. at 635-3604.

The meeting at which this application will be considered is scheduled for Monday, \_\_\_\_\_, at 7:30 p.m. in the Town Building, 7575 Van Buren Rd., Baldwinsville, NY. Public attendance is welcome.



**AGRICULTURAL DATA STATEMENT**

(to be completed for Special Use Permit, Site Plan Review, Use Variance and Subdivision Applications)

Applicant: \_\_\_\_\_ Address \_\_\_\_\_ Tax Map # \_\_\_\_\_

A. Number of acres involved with project: \_\_\_\_\_

B. Is Project within Agricultural District? Yes \_\_\_\_\_ No \_\_\_\_\_

Is Project within 500 feet of an Agricultural District? Yes \_\_\_\_\_ No \_\_\_\_\_

C. Is any portion of the project site currently being farmed? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, how many acres? \_\_\_\_\_ acres

If A, B, and C are answered "no", skip to bottom of form, sign and date, if answered "yes", continue to D-H.

D. Name and address of person(s) farming the project site and/or any sites within 500 feet:

\_\_\_\_\_  
\_\_\_\_\_

E. Indicate what the intentions are for use of the remainder of the project site, including description of farm operation:

\_\_\_\_\_  
\_\_\_\_\_

F. Who will maintain the remainder of the property not being used for this project?

\_\_\_\_\_

G. Other project information: Include information about the existing land cover of the site, any known impacts on existing storm water drainage (including field tiles), or other significant plant materials:

\_\_\_\_\_  
\_\_\_\_\_

H. Make a copy of the overall (original) parcel from the Town's tax maps on file with the Town Assessor's Office. Identify the subject site by marking with an "X". Include the tax map with this completed agricultural data statement.

***Farm Note***

*Prospective residents should be aware that such farm operations might generate dust, odor, smoke, noise, vibration and other conditions, which routinely result from agricultural activities.*

\_\_\_\_\_  
Print Name and Title of Person Completing Form

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Town of Van Buren**  
**Guidelines for Planning and Zoning Board Items**

	Site Plan/Project Plan	Subdivision	Special Use Permit	Variance	ZBA Only Interpretation/Appeal
10-day Pre-Application	PB - Yes (submit 11 copies)	PB - Yes (submit 11 copies)	ZBA - Yes PB - possible (submit 8 copies)	ZBA - Yes (submit 8 copies)	ZBA - Yes (submit 8 copies)
Included On Agenda	Yes	Yes	Yes	Yes	Yes
Advertise and Hold Public Hearing	Upon request	Major subdivisions (more than 3 lots) and per PB	Yes	Yes	No
Planning Board Meeting	Yes for Decision	Yes for Decision	No, unless referred by ZBA	No, unless referred by ZBA	N/A
Zoning Board Meeting	No	No	Yes	Yes	Yes
SEQR Determination	Yes	Yes	Yes	Yes	Yes
County Referral	Possible	Possible	Possible	Possible	No
Decision	Yes*	Yes*	Yes*	Yes*	Yes

\* Decision = Approved, Approved with conditions, Denied, Withdrawn

# ***Syracuse-Onondaga County Guide to the Subdivision Process***

**Follow this guide in order to ensure that you take the proper steps necessary to subdivide your property.**

## **1. Local Municipality**

The first step in determining whether or not your proposed plans are likely to be approved is to see your local municipality's development authority. Contact your Village, Town or City government and ask them to review your preliminary sketch.

### **Signatures Required:**

**In a town:** Signature of the town supervisor or planning board chair

**In a village:** Signature of the village mayor or planning board chair

**In the City of Syracuse:** Required signatures include:

- **City Planning Commission Secretary** – Contact City Zoning Office, City Hall Commons, 201 E. Washington St., call 448-8640. (After the map is filed, the applicant must call the City Zoning Office with the filing date and map number)
- **City Engineer** – Contact the Deputy Commissioner of Public Works Technical Services, Room 401 City Hall, call 448-8200.
- **City Assessor** – Room 130 City Hall; call 448-8280.

## **2. Onondaga County Department of Transportation**

If the subdivision is located on a county road, you'll need approval from County DOT. If it is not a county road, you should contact your local Highway Dept. to seek approval for driveway location.

- To determine whether or not you need County DOT approval, contact :

Terry Morgan  
Civil Engineer II  
Onondaga County Department of Transportation  
1100 Civic Center  
421 Montgomery St. Syracuse, NY 13202  
Email: [terrymorgan@ongov.net](mailto:terrymorgan@ongov.net)  
Phone: 315-435-3176 Fax: 315-435-5744

- The applicant should contact the Onondaga County DOT as early in the planning process as possible to discuss how the property will be accessed from the road. If a lot is subdivided after September 2, 1986, the DOT can deny access if any of the new lots do not meet the minimum sight distance requirements.
- If your house, driveway or septic system is designed before you seek DOT approval, you run the risk of having your access permit denied if there is not adequate sight distance. Be sure to contact the DOT before you purchase your final design plan.

## **3. Onondaga County Health Department, Division of Environmental Health**

The Onondaga County Health Department is required to review and stamp all subdivision maps before they are filed in the County Clerk's office. The focal point of their review is to help ensure the responsible subdivision of land and subsequent construction with respect to sewage disposal and water supply, whether public or private.

- An applicant should contact the Health Department as early in the planning stages as possible. Health Department laws and policies dictate procedures to be followed for

every subdivision of land that is being filed, regardless of the size or type of the project (from single lot creation to large subdivisions with hundreds of lots). The Health Dept. recommends Licensed Land Surveyors email a copy of the proposed plan to [jtill@ongov.net](mailto:jtill@ongov.net) for review prior to preparing final plans for signature.

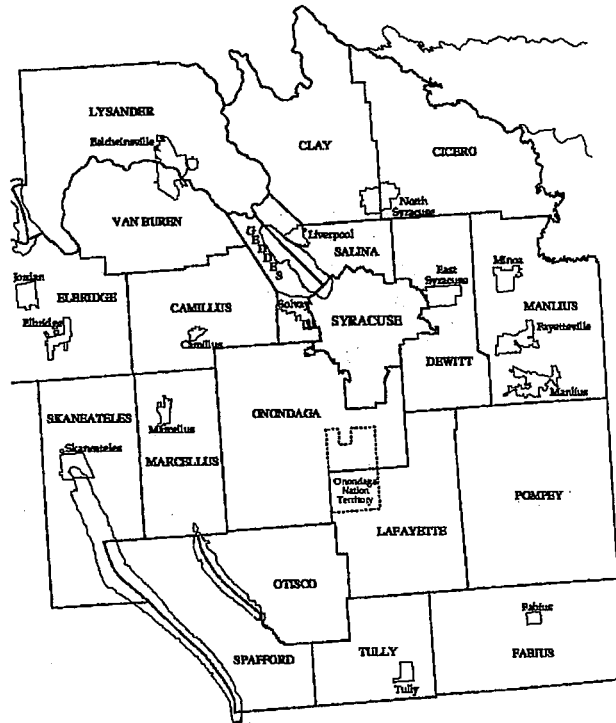
- Contact the Bureau of Public Health Engineering at 315-435-6600 to discuss Health Dept. requirements for subdivision plan endorsement.

#### 4. Three Mile Limit Review, Street Names & Street Addresses

This step is required in order to ensure that your subdivision map shows the proper street names and street addresses.

- First determine whether or not your subdivision is within three miles of the City of Syracuse; see map below or call 448-8640 if you need help with this determination. Note that the following towns are entirely outside the three mile limit: Elbridge, Fabius, Lysander, Marcellus, Otisco, Pompey, Skaneateles, Spafford, Tully, and Van Buren.
- If your subdivision is **WITHIN** the three mile limit, contact the City Zoning Dept. at 448-8640 for the procedure that must be followed.
- If your subdivision is **OUTSIDE** the three mile limit, you must call 435-2611 to have a compliance letter issued by the Syracuse Onondaga County Planning Agency, 11<sup>th</sup> Floor of the John H. Mulroy Civic Center.

Area Subject to Three Mile Limit Review



## **5. Certification of Real Property Tax Status**

- If the subdivision is outside of the City of Syracuse, a private abstract/title company must provide certification that all real property taxes have been paid. Some companies have offices in the County Clerk's Office, on the second floor of the Onondaga County Court House. Any private abstract/title company can provide the certification.
- If the subdivision is in the City of Syracuse, the City Finance Department will provide the certification. Contact Room 110 City Hall, call 448-8300.

## **6. File your map at the Onondaga County Court House**

This is the final step in the subdivision process. Approved subdivision maps are to be filed with the County Clerk, Room 200, Onondaga County Court House, 401 Montgomery St., Syracuse. The filing fee is \$10.00. For more information call 435-2226/2227.

### **Subdivision Map Requirements**

#### **A. The subdivision map must be:**

- Printed in black ink on either linen, cloth backed paper, or Mylar.
- No larger than thirty-six by forty-four inches (36"x 44").
- Clear and legible for reproduction. (No folded or bent maps).
- Signed in black ink by all required officials. Only original signatures are acceptable.
- All stamps must be in black ink.

#### **B. The subdivision map must include the following information:**

- Tract name (cannot be Farm Lot or Military Lot)
- Property location by town, city or village
- Farm/Military Lot and/or block numbers
- North arrow
- Certificate of Licensed Land Surveyor: "We (or I) hereby certify that this is an accurate subdivision plat prepared by us (or me) on (date). This subdivision plat meets the current standards stated in the NYSAPLS Code of Practice for Land Surveys pertaining to All Boundary/Title Surveys. The subdivision boundary closure is (boundary closure precision). This map is not valid without the original seal of the surveyor."

#### **C. Onondaga County subdivision map standards required for filing:**

- Each new lot will have a definite designation number or letter per the new map.
- Each amended lot will have a definite designation per the new map to avoid confusion with the original lot designation as shown on a previous subdivision map (e.g. Lot 10 becomes Lot 10A).
- Existing parcels or lots to be added to or subtracted from will have a definite designation per the new map depicting all necessary conveyances.
- Each line or curve of all new or amended lots must clearly show all necessary geometry.
- Shorelines will have a tie line with geometry for closure.
- The map shall have absolutely no disclaimers preventing the use of said map as a legal descriptor for any new or amended lot or lots shown.
- All amended maps or resubdivision maps must recite which existing map # they are amending & clearly describe which lots or areas are being amended & why.