

Application to the Planning Board

For: \_\_\_\_\_ Subdivision of Land  
          \_\_\_\_\_ Number of Lots \_\_\_\_\_  
          \_\_\_\_\_ Controlled Site Use  
          \_\_\_\_\_ Site Plan Approval

Date: \_\_\_\_\_  
          \_\_\_\_\_ Information Only  
          \_\_\_\_\_ Preliminary  
          \_\_\_\_\_ Final

Name of proposed development: \_\_\_\_\_

**Applicant:**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

**Owner of record:**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

**Proof of ownership attached:** \_\_\_\_\_

Site Location:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Proposed use (s) of site:**

\_\_\_\_\_

\_\_\_\_\_

**Current use & condition of site:**

\_\_\_\_\_

\_\_\_\_\_

**Plans prepared by:**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

**Ownership intentions:**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

**Farm Lot No.** \_\_\_\_\_

**Tax Map No.** \_\_\_\_\_

**Current Zoning** \_\_\_\_\_

Is site in an Agricultural Tax District? \_\_\_\_\_

Area of land \_\_\_\_\_ acres.

**Plans for sewer and water connections**

\_\_\_\_\_

\_\_\_\_\_

**Character of surrounding:**

\_\_\_\_\_

\_\_\_\_\_

**SEE REVERSE SIDE FOR ADDITIONAL SUBMITTAL REQUIREMENTS!**

\_\_\_\_\_  
Name of Owner or Representative

\_\_\_\_\_  
Signature

## **SITE DEVELOPMENT PLAN SUBMITTAL REQUIREMENTS**

1. Application form and receipt for payment of appropriate fees
2. May (USGS) showing location of property.
3. Environmental Assessment Form.
4. General description of property in terms of physical characteristics (soil, vegetation, slopes, etc...)
5. Survey (s) of property in question showing and/or locating all of the following:
  - a. Name of licensed surveyor, scale of drawings, north arrow.
  - b. Dimensions of property lines (show all contiguous property of same owner)
  - c. Size in acres or square feet.
  - d. Location of all structures.
  - e. Location of existing and proposed driveways, road cuts and streets/roads on property and abutting properties and distance to intersections closer than 500 feet
  - f. Location of any easements (public and private)
  - g. Location of percolation tests and results (if applicable)
  - h. Location of bodies of water, wetlands, NYS Flowage Easement Districts, drainage facilities, ditches, swales, culverts, etc... on property and abutting properties. Show direction of water flow.
  - i. Building line setbacks.
6. Proof of ownership of property (copy of deed or tax bill).
7. Authority of applicant to act on behalf of owner.
8. Additional supporting data:
  - a) Required Permits - - Federal, State, County or Town (wetlands, driveway/road cuts, etc...)
  - b) Other maps, plans or photographs.
9. Seven days advance notice required to be placed on the Planning Board Agenda. Application and fees due at that time.

**NOTE:** Subdivision Regulations and Code of the Town Of Lysander available from the Town Clerk.

Onondaga County Department of Transportation forms are available from the code Enforcement Officer.

All other forms are available from the Clerk to the Planning Board.