

Concept \$ \_\_\_\_\_ Date Pd. \_\_\_\_\_ Mtg.Date \_\_\_\_\_ Public Hearing Date: \_\_\_\_\_  
 Concept \$ \_\_\_\_\_ Date Pd. \_\_\_\_\_ Mtg.Date \_\_\_\_\_ Date Paid: \_\_\_\_\_  
 Old Bus \$ \_\_\_\_\_ Date Pd. \_\_\_\_\_ Mtg.Date \_\_\_\_\_ Application Fee: \_\_\_\_\_  
 Engineering Fee: \_\_\_\_\_

**TOWN OF OGDEN PLANNING BOARD**  
**APPLICATION FOR**  
**REVIEW AND APPROVAL OF SUBDIVISION PLAN**

1. **Subdivision Name:** \_\_\_\_\_  
 Number of Lots: \_\_\_\_\_ Acres \_\_\_\_\_ Tax Account #: \_\_\_\_\_
2. Subdivision: (If owner, so state. If agent or other type of relationship, please state:)  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City \_\_\_\_\_ ZC \_\_\_\_\_ Telephone #: \_\_\_\_\_
3. **Licensed Land Surveyor or Engineer:**  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City \_\_\_\_\_ ZC \_\_\_\_\_ Telephone #: \_\_\_\_\_
4. Location of Proposed Subdivision: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
5. Type of water supply: \_\_\_\_\_
6. Type of Sewage Disposal: \_\_\_\_\_
7. A.) State from whom and when title to land was acquired: \_\_\_\_\_  
 B.) Has applicant sold one or more lots from his property? Yes [ ] No [ ]  
 Explain: \_\_\_\_\_
8. Brief description of project: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
9. Requested Exceptions: The Planning Board is hereby requested to authorize the following exceptions to or waivers of its regulations governing subdivision (attach list of such exceptions with the reason for each exception).
10. The undersigned hereby requests approval by the Planning Board of the above-identified subdivision plan, fifteen (15) copies of which are filed herewith. Six (6) have been filed with Monroe County Planning & Development.
11. The undersigned hereby acknowledges that fees resulting from subdivision development shall be the responsibility of the applicant. \*Also, that a penalty fee of 1.5% per month will be charged for outstanding subdivision engineering fees of more than 30 days from the billing date.
12. The developer hereby acknowledges that charges incurred with respect to the lighting district prior to the construction of new homes and/or the assessment of such charges to the new homes shall be the responsibility of the applicant to the town.

\_\_\_\_\_  
 Signature of Engineer  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Applicant  
 \_\_\_\_\_  
 Date



**MONROE COUNTY  
DEPARTMENT OF PLANNING AND DEVELOPMENT**

**DEVELOPMENT REFERRAL FORM**

**SUBMITTAL CHECKLIST** *(please check all that apply; see www.monroecounty.gov for forms & more information.)*

- Referral form completed in full, clearly printed or typed, signed by municipal representative.
- 5 copies of plan sets folded to 8 1/2"x11" with title block showing, including overall site plan showing phased development; or 5 copies of text amendment or new local law.
- If there is a wetland or protected stream on the property include extra copy of plan set (making a total of 6 sets).
- All information obtained by the municipality pertaining to this application (letter from agent, environmental assessment forms, agricultural data statement, etc.) is attached.
- Airport Referral Form (for projects subject to MCDP&D review under Section 239-m of the New York State (NYS) General Municipal Law (GML) and Section C5-4A of the County Charter).

	Owner/Applicant	Agent
Name:	_____	_____
Business:	_____	_____
Address:	_____	_____
City, State, Zip:	_____	_____
Telephone No.:	_____	_____
Fax No:	_____	_____
E-mail Address:	_____	_____

**PROJECT INFORMATION**

Project Name: \_\_\_\_\_

Project Description: \_\_\_\_\_

Project Address: \_\_\_\_\_

Nearest Major Intersection and Direction: \_\_\_\_\_

Tax Account Number: \_\_\_\_\_

Previous MCDP&D Review Referral No.: \_\_\_\_\_

Type of Development *(Check all that apply)*

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Agricultural           | <input type="checkbox"/> Industrial                 | <input type="checkbox"/> Vacant Land                                       |
| <input type="checkbox"/> Commercial, Non-Retail | <input type="checkbox"/> Public Services            | <input type="checkbox"/> Wild, Forested, Conservation Lands & Public Parks |
| <input type="checkbox"/> Commercial, Retail     | <input type="checkbox"/> Recreation & Entertainment | <input type="checkbox"/> Other (explain) _____                             |
| <input type="checkbox"/> Community Service      | <input type="checkbox"/> Residential                |  |

Will this development include affordable housing (financed in part with Federal or NYS funds)?  Yes  No

**Project Size**

Number of phases for overall project: _____	Phase number for this submittal: _____
Proposed Gross Floor Area: _____	Total Acreage: _____ Phase Acreage: _____
Maximum Structure/Equipment Height: _____	Number of Lots: _____ Number of Units: _____

Permits: Will this project require any permits from the following agencies?

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Army Corp of Engineers                  | <input type="checkbox"/> MC Dept. of Health          | <input type="checkbox"/> MC Dept. of Transportation |
| <input type="checkbox"/> NYS Dept. of Environmental Conservation | <input type="checkbox"/> NYS Dept. of Transportation | <input type="checkbox"/> Other (explain): _____     |

**Site Information**

Known environmental factors on site: \_\_\_\_\_

Will this project disturb more than one acre of land?  Yes  No

Will this project disturb more than five acres of land?  Yes  No

**MCDP&D Use Only**

Airport	COMIDA	NYS DEC	Date Received: _____	Referral Number: _____
Army Corp.	Econ Develop.	NYS DOT	Post Mark Date: _____	Reviewer: _____
Canal Corp.	Empire Zone	Parks	Land Use Code: _____	DRC Due Date: _____
Community Dev.	Enviro. Services	Public Safety	Notes: _____	

- LOCAL MATTER
- AIRPORT APPROVAL

**TYPE OF REFERRAL** (please check all appropriate boxes)

Planning/Zoning Referral (subject to review under Section 239-m of the NYS General Municipal Law)

Comprehensive Plan (adoption or amendment)

Amendment to Zoning Ordinance or Local Law (submit original text showing amendments)

Chapter Title and Number in Local Law: \_\_\_\_\_

New Local Law (submit text)

New Local Law Name and Number: \_\_\_\_\_

Rezoning of Parcel(s) (If this rezoning includes subdivision of land, please check Subdivision box below)

From: \_\_\_\_\_

To: \_\_\_\_\_

Special Permit

For: \_\_\_\_\_

Conditional Use Permit:

For: \_\_\_\_\_

Use Variance(s): Intended use of the property: \_\_\_\_\_

Other Variance(s) - check all that apply:

Area

Density

Height

Lot

Setback

Sign

Other \_\_\_\_\_

Site Plan, please check:

Concept

Preliminary

Final

Addition Only

Subdivision Referral: (subject to review under 239-n of the NYS GML & C5-2 of the County Charter)

Airport Referral (attach airport referral form)

**MUNICIPAL INFORMATION**

Municipality: \_\_\_\_\_

Referring Board:

Planning

Zoning

Town/Village Board

Date of Board Hearing: \_\_\_\_\_

Preferred Municipal Due Date: \_\_\_\_\_

Please discuss any special concerns the municipality has with this application: \_\_\_\_\_

**Note: According to State Law, Monroe County is allowed 30 days to respond to this application.**

**CERTIFICATION**

With the following signature I certify that this application provides a complete description of the proposed local action and is a complete application pursuant to NYS General Municipal Law Article 12b, Section 239-m,1(c).

Referring Official Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Phone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

**SUBMITTAL INSTRUCTIONS**

Referrals are reviewed by MCDP&D and the Monroe County Development Review Committee weekly. Applications must be received by 12:00 p.m. Monday. Any submittals received after 12:00 p.m. Monday will be distributed to the DRC the following week. Incomplete applications will be held for ten business days after which time they will be returned to municipality.

Direct all submittals and questions to: Monroe County Department of Planning and Development, Planning Division, CityPlace, 50 West Main Street, Suite 8100, Rochester, New York 14614-1225, Phone (585) 753-2000, Fax (585) 753-2028.

(rev. April 2006)

## **PLANNING BOARD SUBMITTAL REQUIREMENTS**

### **21 COPIES OF PLANS**

- 6 – Monroe County *with* Monroe County Referral Form
- Cover letter from Ogden Building Department

### **15 COPIES TO BUILDING DEPT. *with OGDEN APPLICATION FORM AND SEQR***

- 1-Subdivision file
- 1-Conservation Board w/copy of SEQR
- 7-Planning Board members
- 1-Planning Board attorney (Keith O'Toole)
- 1-Town Engineer (John Freel)
- 1-Highway Superintendent (Dave Widger)
- 1-Assessor's Office
- 1-Fire Marshall (Joe Muniz)
- 1-Town Supervisor (Gay Lenhard)

### **APPLICATION FOR BUILDING PERMIT**

- Subdivision map filed with Monroe County
- Two (2) copies of building plans (1) stamped paper and (1) electronic copy
- Plot map showing footprint of the proposed house and specific location on the site
- Highway Access Permit
- MCHD current septic approval (issued within past 24 months)

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Meeting Date: \_\_\_\_\_  
 Date Paid: \_\_\_\_\_  
 Application Fee: \_\_\_\_\_  
 Engineering Fee: \_\_\_\_\_

**TOWN OF OGDEN PLANNING BOARD**  
**APPLICATION FOR**  
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 Explain: \_\_\_\_\_
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\_\_\_\_\_  
 Signature of Engineer  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Applicant  
 \_\_\_\_\_  
 Date



TOWN OF  
**Ogden**  
COUNTY OF MONROE  
STATE OF NEW YORK

**PLAN SUBMISSION REQUIREMENTS**  
**FOR PRELIMINARY AND FINAL APPROVAL**

*All information provided on the concept layout shall be included with the preliminary plan. The following additional information shall be required with the Preliminary and Final Plan submissions:*

- \_\_\_ Subdivider's address
- \_\_\_ Title/signature/revision blocks. Signature block shall include the following:
  - \_\_\_ *Municipal Engineer*                      \_\_\_ *Town Clerk*
  - \_\_\_ *Building Inspector*                      \_\_\_ *Planning Board Chairperson*
  - \_\_\_ *Highway Superintendent*                      \_\_\_ *Planning Board Attorney*
- \_\_\_ Benchmark and references
- \_\_\_ Monumentation – information
- \_\_\_ Easements – 120 feet minimum on streams or as determined by the \_\_\_  
Municipal Engineer
- \_\_\_ Lot size – references to conformance with codes
- \_\_\_ In the event mineral deposits are indicated during preparation of septic design, a deep hole investigation shall be performed at the house location and results denoted on the plan. (*Deep holes required on all projects*)
- \_\_\_ Tax account numbers, house numbers, and owner's names of parcels adjacent to the proposed subdivision
- \_\_\_ Well and septic system locations adjacent to the proposed subdivision
- \_\_\_ Finished floor elevation, finished grade elevations at the house location(s), and minimum basement elevation. The finished grade elevations shall be shown in boxes at each house corner
- \_\_\_ Street lights for all dedicated roads or as required by the Planning Board
- \_\_\_ Indication of front and side setbacks
- \_\_\_ Indication of existing gas and water mains. Proposed locations of new water mains and services
- \_\_\_ Existing and proposed culverts with size and invert information
- \_\_\_ Percolation test and deep hole data. Deep hole data shall state "none" if water, rock or minerals are not present. The information shall include the date of the test and the name of the witness from Monroe County Health Department
- \_\_\_ Location of percolation test and deep hole indicated. (*Shall be within the area of the proposed septic field*)

*(continued)*

- \_\_\_ Leach line inverts shown
- \_\_\_ Septic field location should not interfere with future additions or improvements
- \_\_\_ A 1"=200' scale map showing the path of drainage to an established bed and bank stream. *(As applicable or as requested by the Municipal Engineer)*
- \_\_\_ Restrictions, easements, covenants, special use permits indicated, wetland boundaries and Federal flood zone information
- \_\_\_ Any fill required to perform site grading
- \_\_\_ Existing and proposed contours at an interval not to exceed a minimum of 2 feet elevation. Contours shall extend 100 feet beyond the limits of the parcel being developed
- \_\_\_ The location and elevation of all buildings and the location of all wells and leach fields
- \_\_\_ Public water not available - check for the following:
  - a) Note: *"The Town of Ogden is not responsible for the quantity or quality of the well water"*
  - b) *Well detail per Monroe County Health Department*
  - c) *Well water sample is satisfactory to the Monroe County Health Department*
- \_\_\_ Length and bearings of lot line and subdivision boundary lines. Length of curves, tangent stations and proposed radii
- \_\_\_ Dimensions shall be indicated in feet and decimals thereof. Angle measurements shall be indicated in degrees-minutes-seconds
- \_\_\_ Seal and signature of a license engineer and land surveyor
- \_\_\_ Changes are defined, dated and indicated in Revision Block
- \_\_\_ Results of hydrant flow tests are indicated
- \_\_\_ Soil stockpile areas designated or referenced
- \_\_\_ Documentation for existing and proposed easements
- \_\_\_ Street or road stationing
- \_\_\_ Appropriate Standard Construction Details and profiles
- \_\_\_ Notes *(See separate sheet listing General Plan Notes)*
- \_\_\_ Erosion control details and position
- \_\_\_ Landscape Plan *(If required by Planning Board)*
- \_\_\_ Necessary Districts *(Lighting, sewer, etc.)*
- \_\_\_ Street Names



TOWN OF  
**Ogden**  
COUNTY OF MONROE  
STATE OF NEW YORK

## **SUBDIVISION REQUIREMENTS CHECKLIST**

- \_\_\_ **Subdivision Name**
- \_\_\_ **Subdivider's Name**
- \_\_\_ **Subdivider's Address**
- \_\_\_ **Subdivider's Telephone Number**
- \_\_\_ **Location Sketch**
- \_\_\_ **North arrows for drawing(s) and location sketch**
- \_\_\_ **Scale**
- \_\_\_ **Legend**
- \_\_\_ **Sketch plan showing location of existing and proposed methods of servicing the project with respect to water supply, sanitary waste disposal and drainage**
- \_\_\_ **Boundaries of the tract to be subdivided, plotted to scale.**
- \_\_\_ **Approximate lines of proposed streets, sidewalks, proposed lot lines with approximate dimensions and areas, neighborhood recreational areas, and other permanent open spaces. If the tract is to be developed in phases the entire tract and proposed development plan shall be presented with the concept layout**
- \_\_\_ **Indication of the zoning of the tract and any other legal restrictions of use**
- \_\_\_ **Topographic information showing ground contours adjacent and within the tract to be subdivided at intervals not to exceed 5 feet elevation. Pertinent surface features and regulated areas such as wooded areas, watercourses, one hundred year flood limits, and approximate wetland limits. The path to a free-flowing bed and bank stream should be provided**
- \_\_\_ **Name(s) of the professional engineer, architect, and/or surveyor responsible for the preparation of the concept layout**

*a. SUBDIVISION REQUIREMENTS CHECKLIST*

## ***PLANNING BOARD SUBMITTAL REQUIREMENTS***

**21 COPIES of plans**

- 6 – Monroe County *with* Monroe County Referral Form
- Cover letter from Ogden Building Department
  
- 15 – Building Department *with* Ogden application form and SEQR
  - 1 - Subdivision File
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## ***APPLICATION FOR BUILDING PERMIT***

- Subdivision map filed with Monroe County
- Two (2) copies of building plans (1) stamped and (1) unstamped
- Plot map showing footprint of the proposed house and specific location on the site
- Highway Access Permit
- MCHD current approval (issued within past 24 months)



TOWN OF  
**Ogden**

COUNTY OF MONROE  
STATE OF NEW YORK

**GENERAL PLAN NOTES**

1. All improvements shall be in accordance with the current Town of Ogden Design Criteria and Construction Specifications for Land Development
2. The contractor shall determine the exact location and elevation of existing underground utilities prior to beginning construction. The contractor shall make exploratory excavations to locate existing underground utilities sufficiently ahead of construction to allow revisions as required to meet existing conditions
3. The house must be located on the lot so as to allow a two (2)-car garage to be constructed without infringing on any lot setback line
4. Show basement floor elevation
5. Any changes in house and/or septic system location from the approved plan must be resubmitted to the Planning Board for re-approval
6. The developer shall set lot monumentation pins at all corner and angles
7. In the event special districts (water, sewer, lighting, drainage, sidewalk, and/or playground and park) are to be established by the Town Board, a general note stating the type of district and date of the Town Board approval shall be included on the drawings
8. Lot line swales are to be constructed and operable prior to the issuance of a Certificate of Occupancy
9. The developer shall provide for erosion control barriers during construction and removal of the same upon re-vegetation of the disturbed areas
10. Driveways are to be paved within the highway or street right-of-way
11. The contractor shall be required to clean mud and debris from public roads servicing the construction site during and after the completion of the project. This requirement shall be enforced by the Building Inspector

*(continued)*

**GENERAL PLAN NOTES**

*Page 2 of 2*

- 12. On large projects constructed in phases, the contractor shall not operate construction equipment on completed roads. The contractor/developer shall be responsible for all site and road work damaged during construction operations and said damage shall be repaired at the developer/contractor's expense, prior to acceptance of dedication to the Town**
- 13. When road cuts are required for installation of utilities under existing dedicated roads, a 149 Permit will be required**
- 14. The contractor shall take appropriate precautions to protect property markers and all survey stakes**
- 15. The Town of Ogden is not responsible for the quantity or quality of potable water**
- 16. Foundation and cellar drainage shall discharge to street storm drainage systems. Where a street storm drainage system is not present this drainage shall be conveyed by gravity (where topography and engineering design permits) or through the use of sump pumps discharged to splash blocks**
- 17. No slab homes to be built**
- 18. Recreation fees to be established by the Town Board and charged at the issuance of the Certificate of Occupancy, unless otherwise prescribed by the review boards for undersized lot development**
- 19. All utilities are to be installed underground**
- 20. Lot grading shall be certified as to conformance to the approved plans prior to issuance of a Certificate of Occupancy. No slope is to be greater than 1 on 5**
- 21. Approval granted with understanding that said plans are subject to review and re-approval after five (5) years from date of Planning Board Chairperson's signature hereon if construction has not commenced**



TOWN OF  
**Ogden**  
COUNTY OF MONROE  
STATE OF NEW YORK

January 25, 2000

**TO:** All Engineers, Developers, Contractors

**RE:** ***PLANNING BOARD APPLICATION RESPONSIBILITIES***

**FROM:** Jack Crooks, Secretary  
Town of Ogden Planning Board

Please be advised that beginning March 1, 2000 it will be the responsibility of all Planning Board Applicants to supply Monroe County Planning and Development with the necessary site plans and required Referral Form.

Applicants will be required to provide proof of their submittal to Monroe County Planning and Development thirty (30) days prior to their scheduled Public Hearing date. In addition, all submittals to the County must include the Town of Ogden Building Department as a receiver of the County's response under *Item 4* on the last sheet of the Referral Form.

Please note that applications may be *Tabled* should proof of submission to the County not be provided.

We thank you for your anticipated cooperation.

JC:cdo  
D:PBMon CtyAppl.

TO: DEVELOPERS, ATTORNEYS AND ENGINEERS

FROM: Keith O'Toole, Planning Board Attorney  
24 West Avenue  
Spencerport, NY 14559

RE: Attorney Conditions of Approval (Easements, etc)

Date: January 28, 2000

***NO SUBDIVISION OR SITE PLAN MAP WILL RECEIVE FINAL TOWN APPROVAL OR SIGNATURES  
UNTIL THE CONDITIONS OF THIS MEMO ARE SATISFIED***

**Drainage Easements:** I draft the Drainage Easements and the current property owner signs them.

Your job is to:

Provide my office at the above address with:

- a copy of the final map showing the courses and bearings of the easements. Any "existing" easements must show the liber and page of the recorded easement.
- a copy of the deed.
- the legal description of the easement
- An attorneys check payable to the Monroe County Clerk for recording fees (The TP584.2 costs \$5 to file and only one is necessary). The easement document costs \$19 and the each page of legal description costs \$3.

My job is to:

- Draft easement
- Review the legal description
- Send it to the applicant for signature
- Record the final easement in the County Clerk's office

**Easements I don't reviews:**

- Sanitary Sewer: The Gates Chili Ogden Sewer District (GCO) is a sewer pure waters district of Monroe County and they review and approve their own easements.
- Water – the local water system is controlled by Monroe County and its easements are a matter of County review.
- Non Governmental Utilities (Cable, Gas, Electric) – Contact the applicable utility provider and obtain their current easement forms.

**Road Dedications:** They are not a condition of my approval. Contact the Town Attorney.

**Ingress/Egress Easements:** I review and record these, but your attorney must forward them to my office with recording fees.

**Common Driveways and Homeowners Associations:** I must receive proof that the:

- NYS Attorney General has reviewed and approved any common area arrangement: and
- Approved Declarations have been recorded in the Monroe County Clerk's office (Time stamped, with recording receipt)

**MONROE COUNTY  
REAL PROPERTY TAX SERVICE AGENCY**

John D. Doyle  
County Executive

Sherif Mansour  
Supervisor  
(585) 428-5650

**RPTSA PROCEDURES FOR FILING SUBDIVISION AND RESUB MAPS**

**MAP FILING REQUIREMENTS BY RPTSA/MAPS & SURVEYS:**

---

1. As of September 1, 1993 ALL maps, prior to filing, must have affixed to them Monroe County Department of Health Stamp.
2. Original tracing must be linen or mylar, plus 4 prints at time map is filed, as of November 15, 2002.
3. Any map fronting on a County Road must be submitted to the County Highway Superintendent for approval and must have the standard drainage note and reservation strip for future highway purposes indicated (15.25' on a 49.5' road & 7' on a 66' road)
4. Map sizes must be 17" X 22"; 22" X 34" or 34" X 44".
5. Maps must have location sketch, but doesn't need to be scale.
6. Surveyor's seal and certification must be on the tracing and a professional engineer's signature and seal if complex engineering is proposed. Seal must be legible, or County Clerk will not accept it.
7. "APPLICATION OF PLAT" is required if there are any new streets or extensions of existing roads. It is not required if it is on an existing road unless required by the town.
8. Approval by 911 for new roads.
9. Original tracing must be signed by the following agencies when their review is germane to the proposal:

NYSDOT, COUNTY WATER AUTHORITY, PURE WATERS, COUNTY SURVEYOR, HEALTH DEPARTMENT ON ALL MAPS, TOWN CLERK, TOWN DPW, TOWN PLANNING BOARD, COUNTY HIGHWAY SUPERINTENDANT FOR COUNTY ROAD, COUNTY TREASURY (\$5.00 fee for tax search by Treasury), AND last stop is REAL PROPERTY TAX. The map must be filed within 60 days of the town or village approval (Planning Board).

**NOTICE: THE REAL PROPERTY OFFICE MUST ALSO REVIEW ALL MAPS BEFORE FILING. THIS REVIEW HAS A TWO TO THREE DAY PROCESSING TIME. DUE TO THE FACT THAT REVISIONS MAY BE NECESSARY, ALL MAPS SHOULD BE BROUGHT IN AT LEAST ONE WEEK BEFORE THE EXPIRATION OF THE PLANNING BOARD SIGNATURE DATE.**

10. \$10.00 filing fee (cash or CORPORATE Check). NO personal checks will be accepted. Make THIS check out to MONROE COUNTY CLERK.

11. As of January 13, 1992, there is a LOT FEE. Cash or separate Corporate check made out to DIRECTOR OF FINANCE. SEE TABLE BELOW.

LOT FEE (SEPARATE CHECK OR CASH FROM \$10 FEE FOR FILING)

1 - 3 LOTS	=	\$ 25.00
4 - 9 LOTS	=	\$ 50.00
10 OR MORE LOTS	=	\$100.00

**IF YOU ARE NOT SURE AS TO NUMBER OF LOTS, PLEASE CALL MAPS & SURVEYS BEFORE FILLING OUT YOUR CHECK.**

12. As of January 1, 1995 - If you are filing more than one map at a time, separate checks are required for each map to be filed.
13. In addition to the above requirements, City maps must be signed by City Maps & Surveys, Planning & Zoning Commission, Health (5 or more lots), plus 5 prints needed.
14. To check on a map filing liber and page, call 428-5125. To ask specific mapping questions, call 428-5650.
15. Lot fee applies to amended maps.

COUNTY OFFICE BLDG \* 39 W. MAIN STREET \* ROCHESTER, N.Y. 14614

**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>
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>
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				

5. Is the proposed action, a. A permitted use under the zoning regulations?  b. Consistent with the adopted comprehensive plan?	<b>NO</b>	<b>YES</b>	<b>N/A</b>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	<b>NO</b>	<b>YES</b>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____ _____	<b>NO</b>	<b>YES</b>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?  b. Are public transportation service(s) available at or near the site of the proposed action?  c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<b>NO</b>	<b>YES</b>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	<b>NO</b>	<b>YES</b>	
10. Will the proposed action connect to an existing public/private water supply? [If Yes, does the existing system have capacity to provide service? <input type="checkbox"/> NO <input type="checkbox"/> YES] If No, describe method for providing potable water: _____ _____	<b>NO</b>	<b>YES</b>	
11. Will the proposed action connect to existing wastewater utilities? [If Yes, does the existing system have capacity to provide service? <input type="checkbox"/> NO <input type="checkbox"/> YES] If No, describe method for providing wastewater treatment: _____ _____	<b>NO</b>	<b>YES</b>	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?  b. Is the proposed action located in an archeological sensitive area?	<b>NO</b>	<b>YES</b>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?  b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____	<b>NO</b>	<b>YES</b>	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	<b>NO</b>	<b>YES</b>	
16. Is the project site located in the 100 year flood plain?	<b>NO</b>	<b>YES</b>	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES  b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES _____ _____	<b>NO</b>	<b>YES</b>	

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
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
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
<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?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
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?		
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?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	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?		
11. Will the proposed action create a hazard to environmental resources or human health?		

**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)