



TOWN OF WEBSTER

SUBDIVISION APPLICATION

(4 lots or less)



Office (585) 872-7028 • Fax (585) 872-1352 • planning-zoning@ci.webster.ny.us

Applicant/Contact Person:

Name: _____ Address: _____

Phone: _____ E-mail: _____

Property Owner Information (if different than above):

Name: _____ Phone: _____

E-mail: _____ Cell Phone: _____

Engineer / Surveyor (if applicable):

Name: _____ Address: _____

Phone: _____ E-mail: _____

Project Name: _____

Project Address: _____

Parcel Number (SBL): _____ **Zoning District:** _____

Total Acreage: _____ **Number of proposed lots:** _____

Project Description (additional information can be attached):

APPLICANT: By the signature below, on behalf of the applicant or owner, I hereby authorize representatives from the Town of Webster to enter the above referenced property, during normal hours, for the purpose of conducting inspections of the proposed construction/activity, as required by applicable law, rules, regulations, ordinances and orders. I also certify that the information supplied on this application is complete and accurate, and that the project described, if approved, will be completed in accordance with the conditions and terms of that approval.

SIGNATURE: _____ **DATE:** _____

SUBDIVISION SITE PLAN REQUIREMENTS

For subdivision proposals, the site plan shall be prepared by a licensed architect, engineer, surveyor, or landscape architect and include all of the following elements:

- ❖ Project Title or Developer Name
- ❖ Location map
- ❖ Map of entire parcel(s) with proposed lot lines, layouts and dimensions
- ❖ Adjacent properties shown with owner's name(s) and addresses listed
- ❖ Existing and proposed structures as well as any natural features on the site
- ❖ All proposed structures, additions, etc. must be indicated as such and drawn to scale
- ❖ North arrow
- ❖ Table illustrating zoning conformance
- ❖ Lot layout and approximate lot sizes indicated (if proposing a subdivision)
- ❖ Lots and unit numbers indicated
- ❖ Location and description of any existing or proposed easements, flood plains, or other specially protected area within 200 feet of project area
- ❖ Revision block to be provided with current revision date and revisions clearly indicated
- ❖ Any proposed dedicated lands to be shown
- ❖ Utility schematic
- ❖ Monumentation indicated
- ❖ Actual field topography at (2) feet intervals including adjacent properties within 100 feet (County Data)
- ❖ Benchmarks indicated on plan
- ❖ All utilities indicated with appropriate sizes, dimensions and inverts
- ❖ Cross sections and details for roads, gutters, streams and typical house pad grading
- ❖ Profiles of any proposed roads, sewers and streams or ditches to be constructed with inverts and existing and proposed grades shown
- ❖ Details of all utility structures such as manholes, catch basins, hydrants and erosion control measures
- ❖ SEQRA Determination
- ❖ Approval Block with space provided for the following signatures:
 - Commissioner of Public Works
 - Highway Superintendent (if road dedication is proposed)
 - Town Assessor
 - Fire Marshal
 - Planning Board Chairman
 - Webster Sewer District
 - Monroe County Water Authority
 - Monroe County Department of Health
- ❖ Any other pertinent details as requested by the Engineering or Building divisions

Submission Checklist:**No. of copies:**

- Completed Subdivision Application 1
- Site Plan / Subdivision plan (folded to 9" x 14 1/2" maximum size) 10
- Non-collusion disclosure signed 1
- Owner's Affidavit (if owner is different than applicant) 1
- Fees paid: \$_____ N/A

❖ **In some cases, subdivision of lots may require a review referral to Monroe County Planning & Development. For these projects, an additional (5) complete application sets will be required at time of submittal.**

Fees:

Concept Plan (each application)	\$50.00
Environmental Assessment Form (EAF)	\$10.00
Preliminary / Final	\$200.00

All checks shall be made payable to Webster Town Clerk