

**Village of Fort Plain
Subdivision Submission Requirement Checklist**

Subdivision shall be prepared by a land surveyor duly licensed by the State of New York at a scale of one inch (1") to fifty feet (50') or one inch (1") to twenty feet (20') or less and on appropriate material. Maps must be a minimum of eight and one half inches by eleven inches and a maximum of thirty-four inches.

Subdivision Submission shall include:

- _____ 1) A completed and signed Subdivision Application (including this checklist and all information required hereon including submission requirements of Sections 77-30, 77-31 and 77-32).
- _____ 2) If the property is a farm operation within a NYS Agricultural District or with boundaries within 500 feet of a farm operation within a NYS Agricultural District, the applicant must complete and submit (with this application) an Agricultural Data Statement (NYS Ag. & Markets) (see attached Appendix A).
- _____ 3) A completed part 1 of an Environmental Assessment Form (either short or full form, depending upon the nature of the proposal and in conformance with the New York State Environmental Quality Review Act SEQR (6 NYCRR 617), see attached forms in Appendix B.
- _____ 4) Copy of tax map(s)
- _____ 5) Existing restrictions on the use of land including easements, covenants and land-use regulations.

In addition, each submitted Subdivision Plat shall include:

- _____ 6) Subdivision name; the tax map section, block and lot number(s); scale; north arrow; location map showing on a tax map, USGS map or street map the general location of the plat, and date.
- _____ 7) Name and address of the owner of record, developer, and seal of licensed land surveyor.
- _____ 8) Subdivision boundaries.
- _____ 9) Contiguous properties and name of owners.
- _____ 10) Existing and proposed roads, sidewalks, utilities, structures, parking lots, and drainage systems.
- _____ 11) Water courses, marshes, wooded areas, public facilities and other significant physical features on or near the site.
- _____ 12) Proposed layout of lots, including lot widths and depths, road layout, open space, drainage, water supply, and sewage disposal facilities.
- _____ 13) Land contours at ten foot intervals, or other suitable indicators of slope.
- _____ 14) Proposed alterations of existing topography.
- _____ 15) Total acreage of subdivision and number of lots proposed.

In addition, see sections 77-30, 77-31, and 77-32 for specific submission requirements of minor subdivision and major subdivision.

Village of Fort Plain
Subdivision Application

Application Fee: _____ Application #: _____ Date: _____

-A completed application must be filed with the Village Clerk at least ten (10) days prior to the meeting at which it is to be considered by the Planning Board, including all applicable attached information.

Applicant: _____

Address: _____

Phone: () _____

Professional Advisor: _____

(Surveyor)

Address _____

Phone: () _____

License #: _____

Property Owner: _____

(if different)

Address: _____

Phone: () _____

Contact Person: _____

Address: _____

Phone: () _____

Property Location:

Address: _____

General Location: _____

Tax Parcel ID# (SBL): _____

of Acres: _____

-The Applicant must submit (with this application) all the required information as described on the Subdivision Submission Requirement Checklist (see attached). This checklist is intended to be a guide to the applicant, for specifics on submission requirements, procedures, timeframes, etc., the applicant should refer to the Village of Fort Plain Subdivision Law, and/or State Law (SEQR, Ag & Markets, etc.).

Applicant Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____

(if different)

**Village of Fort Plain
Subdivision Approval Checklist**

Subdivision Name: _____

Date
Completed

If Minor Subdivision:

- Applicant submits five (5) copies of the minor subdivision plat and application To the Chairman of the Planning Board accompanied by the required fee _____
- Planning Board reviews Subdivision Application and declares intent to be Lead Agency (SEQR); sets public hearing date and notifies applicant _____
- Hold Public Hearing _____
- Planning Board completes SEQR process, and files all documents as required by law _____
- Planning Board approves, conditionally approves, disapproves Minor Subdivision _____
- Planning Board files all documents as necessary _____

If Major Subdivision:

- Applicant Submits five (5) copies of the Preliminary Plat and Application to the Chairman of the Planning board accompanied by the required fee _____
- Planning Board reviews Preliminary Plat and application and declares intent to be Lead Agency (SEQR); sets public hearing date and notifies applicant _____
- Hold Public Hearing _____
- Planning Board completes SEQR process; and files all documents as required by law _____
- Planning Board conditionally approves or disapproves the preliminary plat _____
- Applicant submits five (5) copies of the Final Plat to the Secretary of Planning Board _____
- Hold Public Hearing (Optional) _____
- Planning Board approves, conditionally approves, disapproves Final Plat _____

Appendix A - Agricultural Data Statement Compliance

PROCESSING AN AGRICULTURAL DATA STATEMENT

(Pursuant to Section 305-a of the Agriculture and Markets Law)

- Any application requiring: Special Use Permit
Site Plan Approval
Use Variance or
Subdivision Approval
Requires approval by: A Planning Board
Zoning Board of Appeals
Town Board or
Village Board of Trustees

Must submit an Agricultural Data Statement (ADS) if the proposed project occurs on property within an agricultural district containing a farm operation or on property with boundaries within 500 feet of a farm operation located within an agricultural district.

- Content of an Agricultural Data Statement requires:
 - Name and address of applicant,
 - Description of the proposed project and its locations,
 - Name and address of any owner of land within the agricultural district, which land contains farm operations and is located within 500 feet of the boundaries of the property upon which the project is proposed,
 - A tax map or other map showing the site of the proposed project relative to the location of the farm operations identified in the ADS.
- The Clerk of the appropriate governmental entity is required to mail a written notice containing a description of the proposed project and its location to owners of land as identified by the applicant in the ADS.
- The local reviewing board must evaluate and consider the ADS to determine the possible impacts of the proposed project may have on the functioning of farm operations within the subject agricultural district.

Procedural Considerations

- A map of the Village's Agricultural District(s) should be well displayed within the municipal office where land use applications are submitted. The map will benefit both the applicant and municipal review officer in determining the Compliance location of the subject parcel. An Agricultural District Map can be obtained from either the County Planning Department or Clerk of the County

Legislative Body. Tax map identification numbers of all parcels within a district are listed and are on file at either the County Real Property Tax Office or the County Clerk's Office.

- The local reviewing board should ascertain present and future farming conditions to ensure the proposed land use does not conflict with current or future farming activities. A farmer's knowledge of local agricultural conditions is fundamental for the local reviewing board's evaluation and determination of appropriate mitigation measures and whether the action proposed will conflict with farming practices.
- The County Agricultural and Farmland Protection Board may assist local reviewing boards in project evaluation. Members of the Board include the County Planning Directors, a County Cooperative Extension Agent and the Chair of the County Soil and Water Conservation District's Board of Directors.
- A copy of the completed ADS and action by the local reviewing board should be submitted for its records to: Montgomery County Agricultural and Farmland Protection Board, PO Box 1500, County Annex Building, Fonda, NY 12068.

MONTGOMERY COUNTY AGRICULTURAL DATA STATEMENT

Agricultural District Number: _____

Date Of Statement Completion: _____

Date of Referral to Montgomery County Planning Board: _____

Date of Submission to Ag & Farmland Protection Board: _____

Do Not Write Above This Line

APPLICANT: _____ APPLICANT'S AGENT: _____

ADDRESS: _____ ADDRESS: _____

PHONE NO.: _____ PHONE NO.: _____

LOCATION OF PROPOSED PROJECT:

TAX MAP NUMBER: _____

TOWN: _____ ROAD: _____

Description of Proposed Project:

List all farm operations which are within an Agricultural District and are located within 500 feet of the boundary of the property which proposes a project. ("FARM OPERATION" means the land used in agricultural production, farm buildings, equipment and farm residential buildings.)

NAME: _____ NAME: _____

ADDRESS: _____ ADDRESS: _____

Tax Map No. _____ Tax Map No. _____

NAME: _____ NAME: _____

ADDRESS: _____ ADDRESS: _____

Tax Map No. _____ Tax Map No. _____

(For additional information, please use back of this sheet)

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DEPARTMENT OF ENVIRONMENTAL CONSERVATION


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Home » Permits and Licenses » SEQR » Environmental Assessment Form (EAF) Workbooks » Part 1 - Project Information (SEAF)

Outdoor Activities

Animals, Plants, Aquatic Life

Chemical and Pollution Control

Energy and Climate

Lands and Waters

Education

Permits and Licenses

SEQR

Environmental Assessment Form (EAF) Workbooks

Part 1 - Project Information (SEAF)

Project and Sponsor Information

Question 1 - Short EAF (Part 1)

Question 2 - Short EAF (Part 1)

Question 3 - Short EAF (Part 1)

Question 4 - Short EAF (Part 1)

Question 5 - Short EAF (Part 1)

Question 6 - Short EAF (Part 1)

Question 7 - Short EAF (Part 1)

Question 8 - Short EAF (Part 1)

Question 9 - Short EAF (Part 1)

Question 10 - Short EAF (Part 1)

Question 11 - Short EAF (Part 1)

Question 12 - Short EAF (Part 1)

Question 13 - Short EAF (Part 1)

Question 14 - Short EAF (Part 1)

Question 15 - Short EAF (Part 1)

Question 16 - Short EAF (Part 1)

Part 1 - Project Information (SEAF)

Short Environmental Assessment Form (SEAF)

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.

How to Complete and Use the Short Environmental Assessment Form

The Applicant

- Read over all questions in Part I and gather all current information available on both the proposed project and its location. Having this information on hand will help you complete the questions.
- Use the SEAF workbook to help you find background information, definitions, illustrations, maps, and other data that can be used to help answer each question. In addition to sources of information identified by the workbook, use other existing information that may be available locally. Good sources of information include: site plans or subdivision plats that have been completed on the parcel or nearby parcels, local comprehensive or strategic plans, and other application materials already submitted to the lead agency. Many

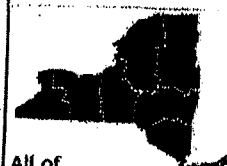
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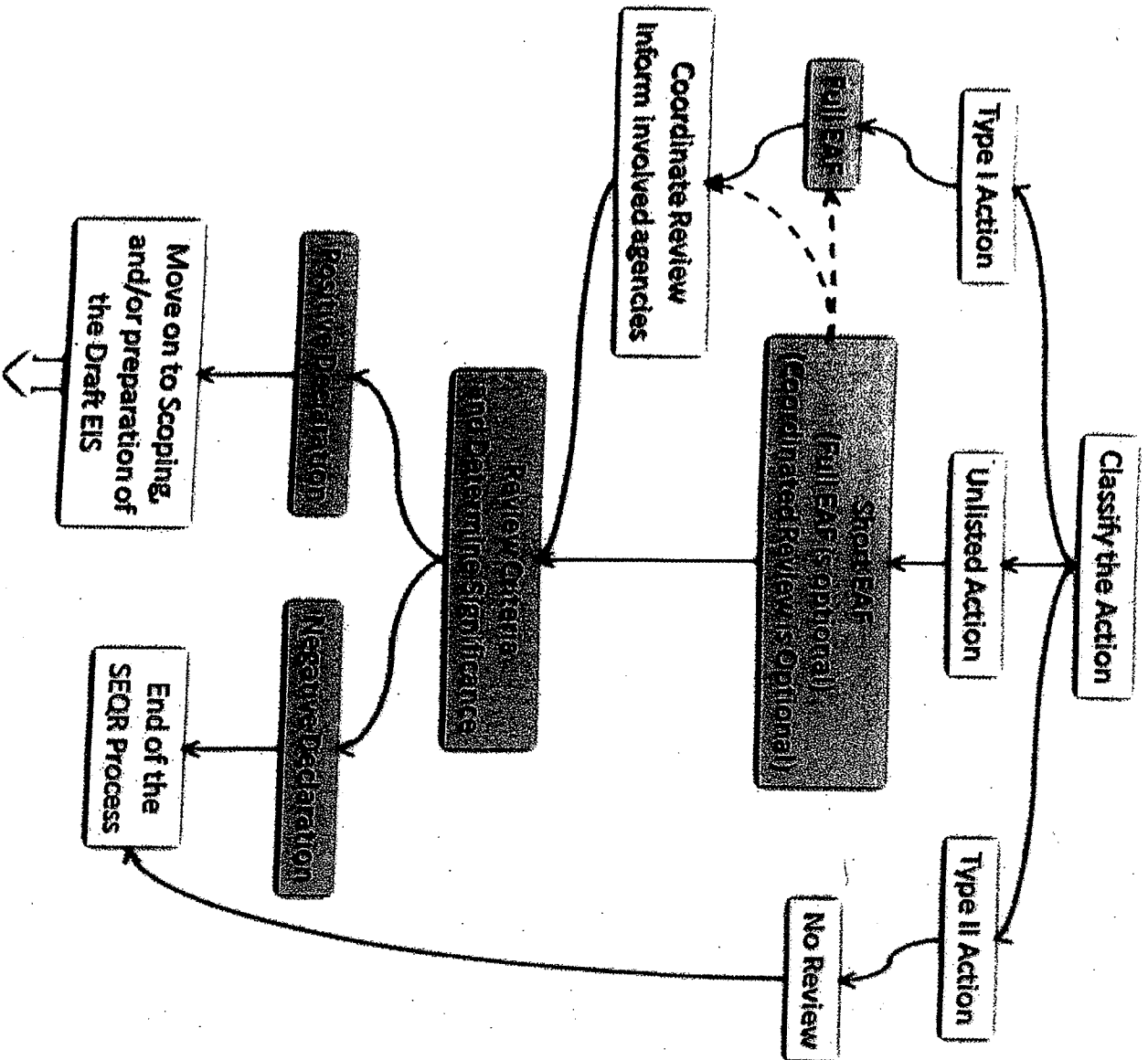
NYSDEC
Division of Environmental Permits
4th Floor
625 Broadway
Albany, NY 12233-1750
518-402-9167
Send us an email

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All of New York State

SEQR Flowchart



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.

Part 1 - Project and Sponsor Information			
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.			NO <input type="checkbox"/>
			YES <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:			NO <input type="checkbox"/>
			YES <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"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
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: 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.

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.

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

Link to the EAF Mapper online application and Other Helpful SEQRA Links:

<http://www.dec.ny.gov/permits/6191.html> Main page, click on EAF Mapper Application

<http://www.dec.ny.gov/permits/90125.html> Main page for workbooks

GeoSpatial Website Links

These links lead to web-maps and websites that contain geospatial, or GIS data that can be useful for answering the questions on the new NYS environmental assessment forms. Some of the longer links have been "shortened" using the bitly.com URL shortening website. The full URL will appear in your browser when the link opens.

Some general purpose mapping sites:

Google Maps: <https://maps.google.com> Bing Maps: <http://www.bing.com/maps>

MapQuest: <http://www.mapquest.com/>

Google Earth is a downloadable program that can be used to view downloadable data that some sites supply
Download the Google Earth program: <http://www.google.com/earth>

Federal Agency Sites

USGS Map Locator & Downloader: <http://on.doi.gov/X9Jewt>

EPA's NEPAassist mapping tool: <http://nepassisttool.epa.gov/nepassist/entry.aspx>

National Wetlands Inventory Wetlands Mapper: <http://www.fws.gov/wetlands/Data/Mapper.html>

FEMA Map Service Center: <http://1.usa.gov/13i9UQA>

FEMA Flood Map Viewer: <https://hazards.fema.gov/wps/portal/mapviewer>

NRCS Web Soil Survey: <http://websoilsurvey.nrcs.usda.gov/app/WebSoilSurvey.aspx>

National Park Service, National Register of Historic Places: <http://www.nps.gov/nr/>

NRHP database: <http://nrhp.focus.nps.gov/natreg/home.do?searchtype=natreghome>

NRHP download spatial data: <http://nrhp.focus.nps.gov/natreg/docs/Download.html>

NYS Agency Sites

NY State Historic Preservation Office (SHPO) Online tools: <http://nysparks.com/shpo/online-tools>

SPHINX: <http://bit.ly/13i8iqc>

GIS for Archeology and National Register: <http://bit.ly/VlssFv>

NYS Department of Environmental Conservation web maps and sites

DEC Critical Environmental Area maps: <http://www.dec.ny.gov/permits/6184.html>

DEC Environmental Resource Mapper: <http://www.dec.ny.gov/animals/38801.html>

Adirondack Regional Geographic Information System: <http://aprgis.org/argis/>

DEC New York Nature Explorer: <http://www.dec.ny.gov/animals/57844.html>

DEC Stormwater Interactive Map: <http://www.dec.ny.gov/imsmaps/stormwater/viewer.htm>

DEC Environmental Navigator: <http://www.dec.ny.gov/imsmaps/navigator/>

Environmental Facilities Map: <http://www.dec.ny.gov/imsmaps/facilities/viewer.htm>

Mineral Resources Map: <http://www.dec.ny.gov/imsmaps/minerals/viewer.htm>

DEC Bird Conservation Area Sites: <http://www.dec.ny.gov/animals/25341.html>

DEC Water Well Information Search Wizard: <http://bit.ly/V1E3Aj>

Nan Stolzenburg | www.planningbetterplaces.com

Don Meltz | www.donmeltz.com

What is a significant impact?

Chart 2:

Significance Guidelines	Severe/Large			Moderate (localized)		
	Probably will occur	Possibly will occur	Unlikely to occur (rare)	Probably will occur	Possibly will occur	Unlikely to occur (rare)
Long-term or Irreversible impacts	Significant			Medium Gray Shaded Area		White Area
Medium-term impacts				Medium Gray Shaded Area		White Area
Short-term impacts	Medium Gray Shaded Area		White Area		White Area	

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What is not likely to be a significant impact? (White Areas of Chart):

- Short-term in duration, probably, possibly, or unlikely to occur, and moderate in magnitude.
- Medium-term in duration, possibly or unlikely to occur, and moderate in magnitude.
- Irreversible, Long-term in duration, but unlikely to occur, and moderate in magnitude.

What is likely to be a significant impact? (Dark Gray Shaded Areas of Chart):

- Short-term in duration, probably will occur, and severe/large in magnitude.
- Medium-term in duration, probably or possibly will occur, and severe/large in magnitude.
- Irreversible or Long-term in duration, probably, possibly, or unlikely to occur, and severe/large in magnitude.

What may be a significant impact? (Medium Gray Shaded Areas of Chart):

This is where the scale and context of the impact are especially important to weigh and judge a potential impact. Depending on local conditions, some of these potential adverse impacts could be determined to be non-significant and others may be significant:

- Short-term in duration and possibly or unlikely to occur, and severe/large in magnitude.
- Medium-term in duration, probably or possibly will occur, and moderate or severe/large in magnitude.
- Long-term in duration, probably or possibly will occur and moderate (localized) in magnitude.

Appendix B - SEQR Compliance

SEQR

State Environmental Quality Review Act
6 NYCRR PART 617

The basic purpose of SEQR is to incorporate the consideration of environmental factors into the existing planning, review and decision-making processes of state, regional and local government agencies at the earliest possible time. To accomplish this goal, SEQR requires that all agencies determine whether the actions they directly undertake, fund or approve may have significant adverse impact on the environment, and, if it is determined that the action may have a significant adverse impact, prepare or request an environmental impact statement.

With this in mind the Village of Fort Plain recognizes its obligation to uphold the intent of the SEQR law. Any application to the Planning Board is subject to SEQR as a matter of law. Along with the Town's responsibility an applicant also has responsibilities in completing the SEQR process. The depth of the review is based on the project as proposed by the applicant. The initial stage of the review is defined in 6 NYCRR PART 617. Any action (project) on the TYPE 1 list must complete part one of a Full EAF (attached), any action (project) on the Type 2 list is not subject to SEQR, and any action(project) not listed (UNLISTED) must complete Part One of a Short EAF (attached).

As the review is conducted by the Planning Board certain environmental impacts may be identified. If these impacts are significant the Planning Board will need to mitigate those through project change. The SEQR process must be completed prior to the issuance of a permit or approval.

Any cost incurred by the Village in completing the SEQR process is the responsibility of the applicant.