

Town of Skaneateles Planning Board

INSERT: Subdivision of Land

(Pursuant to §131-1 & §131-3)

Contact Town Staff if you need assistance

Applicant Name: _____
Property Tax Map# _____

PROPOSED SUBDIVISION NAME: _____

PROJECT CLASSIFICATION:

Submission is (check all applicable):
New project: _____
Amendment/Extension: _____
Sketch plan _____
Preliminary Plat _____
Final Plat _____
Project is (check all applicable):
Minor Subdivision (4 lots max) _____
Major Subdivision _____
Re-subdivision _____
Lot Line Adjustment _____
Lot Merger _____
Subdivision design is:
Conventional (standard conforming lots) _____
Conservation (cluster design per § 148-6-8) _____
Conservation density (large lot per §131-6) _____

PROJECT DESCRIPTION (attach additional sheets if needed):

- 1. Describe the proposal:
2. Describe existing conditions (Zone District(s), uses, activity, structures) on the property:
3. Describe proposed physical or operational changes to the property:

4. Lots
lots existing # _____ Total area of tract _____ (sq. ft.- acres)
lots proposed now # _____ Total area affected now _____ (sq. ft.- acres)
lots proposed future # _____ Total Area affected future _____ (sq. ft.- acres)
sections anticipated # _____ Estimated year - completion _____

5. Improvements proposed WITHIN tract boundary:
Roads _____ none _____ private shared driveway _____ private/public street
Water supply _____ private well _____ public supply - existing district: _____
Sanitary _____ onsite septic _____ private/public sewer - existing district: _____
Drainage _____ onsite _____ private/public facility - existing district: _____
Public Improvement Districts - list by name and/or type any to be formed or extended to serve proposed tract (attach applicable Town Board Resolution(s))

6. Ownership, taxes, liens
Deed is recorded in Onondaga Co. Clerk's Office
Liber _____ Page _____
Liber _____ Page _____
All property taxes have been paid? _____ Yes _____ No
Any encumbrances, liens or similar items against the land? _____ Yes _____ No
If yes, describe: _____

TURN OVER - for REQUIRED SUBMISSIONS

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SUBMISSION REQUIREMENTS

FILING FEES:

- _____ Minor Subdivision - \$150.00/lot
- _____ Major Subdivision - \$500.00 + \$150.00/lot & professional fees
- _____ Lot Line Adjustment - \$150.00

ONE (1) original:

- _____ 1. Common Application Form – completed and signed
- _____ 2. Subdivision insert – completed
- _____ 3. Supporting narrative reports – if any
- _____ 4. SEQR **Short** form – completed (Board may require completed LONG FORM or more information)
- _____ 5. Letter of authorization – if agent or applicant.
- _____ 6. Photocopy of permits or correspondence from other agencies (see Referral Section below)
- _____ 7. Lot Dimension Schedule – (table of lot size, zoning dimensional compliance)
 - _____ Minor Subdivision/Lot Line Adjust – show each proposed lot
 - _____ Major Subdivision – table of typical proposed lot dimensions
- _____ 8. If within LWOD - Written statement or photocopy of transmittal letter that a copy of this application has been submitted to the City of Syracuse Water Department or the City of Auburn. (per §148-7-1-E & F).

FIVE (5) copies of:

- _____ 9. Copy of current survey (per §148-10-1-D.1), with location map, stamped/signed by licensed land surveyor.
- _____ 10 Copy of subdivision plans showing existing and proposed lot lines and site conditions, signed and stamped by licensed design professional.
- _____ 11 ADDITIONAL PLANS: Land Suitability Analysis if required (per § 148-6-2);
Erosion-stormwater control plan (per §148-10-8-A.10 & 148-5-4-E).

REFERRALS AND CONTACTS WITH OTHER AGENCIES

The following agencies may have separate permit authority or be required to provide advisory review of applications before the Town. **You may be required by the Town to contact these agencies directly.** Please indicate if you have already contacted any of these agencies, the date of contact and the type of response (informal letter, permit issued, N/A - Not Applicable)

		<u>Contact Date</u>	<u>Response</u>
Highway Access:	Town Highway Dept.	_____	_____
	Onondaga County DOT	_____	_____
	NYS DOT	_____	_____
Water Supply:	Town Water Dept.	_____	_____
	Onondaga Co Health Dept.	_____	_____
Sanitary Waste:	City of Syracuse Water Dept.	_____	_____
	NYS DEC	_____	_____
	US Army Corp of Engineers	_____	_____
Natural Resources:			
Special District(s)	Town Board	_____	_____

PROCEDURE SUMMARY (will vary depending on type of submission, project and design)

1. Pre-application meeting with Office of Planning & Zoning
2. Sketch plan review by Planning Board (per §131-3A)
3. Submittal Deadline (closest weekday to 1st of each month; required follow-up info 10 days prior to regular meeting)
4. Preliminary Planning Board review of application
 - a. Determine completeness
 - b. Request additional information or submissions
 - c. Schedule site visit and formal review meeting date; set escrow if needed.
 - d. Refer application to other agencies
5. Formal Planning Board Review
 - a. Public hearing
 - b. Receipt of referral recommendations
 - c. Final action and adoption of resolution

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(Pursuant to §131-1 & §131-3)

REFERENCE ONLY

Significant Definitions (see Town Subdivision Chapter §131-7 for more)

LOT/PARCEL — An area of land with definite boundaries, all parts of which are owned by the same person(s) or entities, the boundaries of which were established either by the filing of an approved subdivision plat or by the recording of a deed prior to the adoption of the Subdivision Law by the Town of Skaneateles on June 20, 1974. Where a parcel is divided by a public road, such division shall be deemed to create separate lots, even if such lots do not have individual tax parcel numbers or have been transferred in the same deed.

LOT LINE ADJUSTMENT — A modification of lot boundaries affecting any lot shown on an approved and filed plat in which a portion of one or more lots is added to an adjoining lot or lots without increasing the total number of buildable lots. A lot line adjustment is not a subdivision, but an amending map must be signed and recorded as provided in § 131-1F.

LOT MERGER — A change in lot configuration that merges contiguous lots in the same ownership by eliminating but not changing any lot lines.

MAJOR SUBDIVISION — Any subdivision not classified as a minor subdivision.

MINOR SUBDIVISION — Any subdivision or series of subdivisions **containing no more than four lots over a ten-year period**, not involving a new street or road or the extension of municipal facilities, not adversely affecting the development of the remainder of the parcel or adjoining properties, and not in conflict with any provision or portion of the Comprehensive Plan.

CONSERVATION SUBDIVISION — A subdivision in which open space is permanently preserved pursuant to § 148-6-8 of the Zoning Law.

PRELIMINARY PLAT — A drawing or drawings clearly marked "preliminary plat" showing the salient features of a proposed subdivision, as specified in this chapter, submitted to the Planning Board for purposes of consideration prior to submission of the plat in final form and in sufficient detail to apprise the Planning Board of the layout of the proposed subdivision.

RESUBDIVISION — A change (including a lot adjustment) in a subdivision plat filed in the office of the County Clerk which a) affects any area reserved thereon for public use; b) affects any street layout shown on such plat; or c) diminishes the size of any lot shown thereon. A merger of adjoining lots that eliminates lot lines but does not change any lot lines is not a re-subdivision.

SKETCH PLAN — A sketch made on a topographic survey map showing the proposed subdivision in relation to existing conditions.

SUBDIVISION — The division of any parcel of land into two or more lots, plots, sites, or other division of land, with or without streets, for the purpose of immediate or future sale, lease, or building development. Such division shall include re-subdivision of plats already filed in the office of the County Clerk. A merger of adjoining lots that eliminates lot lines but does not change any lot lines is not a subdivision or a re-subdivision.

SUBDIVISION PLAT or FINAL PLAT — A drawing or drawings in final form showing a proposed subdivision containing all information or detail required by law and by this chapter, and which, if approved by the Planning Board, may be duly filed by the applicant in the office of the County Clerk.

Contact Town Staff if you need assistance



J. Ryan McMahon, II
County Executive

Onondaga County Guide to the Subdivision Process

Follow this guide for the steps and requirements to subdivide your property and file approved subdivision maps with the Onondaga County Clerk.

STEPS IN THE SUBDIVISION PROCESS

STEP 1: MUNICIPAL SUBDIVISION REVIEW

The first step is to understand your local municipality's development authority and review process. Each municipality in Onondaga County has their own subdivision process and submission requirements. This process may be administrative or require Municipal Board or Planning Board review. Contact your Village, Town or City government and ask them to review your preliminary sketch. (See last page for contact information.)

To file your maps with the County Clerk, you will need the following municipal signatures to document local subdivision review:

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: Signature of the City Planning Commission Secretary, City Engineer, Department of Assessment, and Department of Finance.

STEP 2: ONONDAGA COUNTY HEALTH DEPARTMENT – BUREAU OF PUBLIC HEALTH ENGINEERING REVIEW

The Onondaga County Health Department is required to review and stamp all filed subdivision maps. 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.

Applicants should contact the Bureau as early in the planning stages as possible. NYS 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. The Bureau recommends **licensed land surveyors** email a copy of the proposed plan for review prior to preparing final plans for signature.

[Bureau of Public Health Engineering Webpage - Information and Links](#)

STEP 3: DEPARTMENT OF TRANSPORTATION REVIEW

Any subdivisions with frontage on a public road should contact the road owner(s) to review your subdivision plans, prior to local approval.

On a local road: Contact municipality (as part of municipal subdivision review).

On a County-owned road: Contact the Onondaga County Department of Transportation (OCDOT). Subdivisions on County roads are also subject to Sight Distance Review.

On a State-owned road: Contact the NYS Department of Transportation – Region 3.

Applicants are encouraged to contact road owners as early in the planning process as possible to review plans for sight distance or other safety concerns. Be sure to contact DOTs before you purchase your final design plans that include houses, driveways, or septic system locations.

[Onondaga County Highway Ownership Map](#)

Sight Distance Review

For subdivisions on a County-owned road, a sight distance check is required for each proposed access location, typically one per proposed lot.

It is the property owner's responsibility to have their surveyor perform sight distance checks.

Results shall be provided to OCDOT for review. If the results are satisfactory, OCDOT will issue a letter indicating that future access will be granted. If the results are unsatisfactory, OCDOT will advise that revisions to the subdivision plan are required.

For lots subdivided after 9/2/1986, access can be denied if any new lots do not meet minimum sight distance requirements.

STEP 4: RIGHT-OF-WAY DESIGNATION ("STREET NAME") LAW REVIEW

This step is required to ensure compliance with the County's Right-of-Way (ROW) Designation Law (#5-1972), to ensure proper nomenclature is used to identify existing and proposed rights-of-way, such as street names, on ALL filed subdivision maps.

A letter of compliance is issued by the Onondaga County Department of Planning – GIS/Addressing Division. This letter is required for subdivision filing with the County Clerk. Applicants are instructed to email a digital copy of your subdivision map to the Planning Department for a ROW Designation Compliance Review, or call the Department to discuss alternate submission of plans.

STEP 5: CITY OF SYRACUSE THREE-MILE LIMIT REVIEW

Subdivisions occurring within three miles of Syracuse are subject to extra-territorial review by the City of Syracuse (Ch. 370, NYS Laws of 1913, Ch. 447, NYS Laws of 1920), to ensure orderly development.

For all areas in green, contact the Onondaga County Department of Planning or Syracuse Office of Zoning Administration to determine whether your project is subject to Three-Mile Limit Review by the City of Syracuse.

WITHIN 3 MILES: You must submit an application for Three-Mile Limit Review with the Syracuse Office of Zoning Administration. Subdivision plans for filing with the County Clerk must include signatures from the City's Office of Zoning Administration or City Planning Commission, as well as the City of Syracuse Department of Engineering.

CONFIRMED AS BEYOND THREE MILES: If your project is confirmed to be beyond three miles of the City of Syracuse, the Onondaga County Department of Planning will issue a letter of compliance verifying you are not subject to Three-Mile Limit Review. This letter is typically combined with the Planning Department's Street Names Compliance Letter (Step 4).

TOWNS FULLY OUTSIDE THREE MILES: Your project is outside the three-mile boundary. The Onondaga County Department of Planning will verify this within its Right-of-Way Designation compliance letter (Step 4). No further action is necessary.

VILLAGES: Projects in Villages are NOT subject to Three-Mile Limit review. The Onondaga County Department of Planning will verify this within its Right-of-Way Designation compliance letter (Step 4). No further action is necessary.

CITY OF SYRACUSE: Projects in the City of Syracuse are NOT subject to Three-Mile Limit review. The Onondaga County Department of Planning will verify this within its Right-of-Way Designation compliance letter (Step 4). No further action is necessary.



STEP 6: CERTIFICATION OF REAL PROPERTY TAX STATUS

Applicants must provide certification that all real property taxes have been paid in order to file a subdivision.

In a Town or Village: Contact any private abstract/title company for certification. Some companies have offices in the County Clerk's Office.

In the City of Syracuse: Contact or visit the City Finance Department for certification.

STEP 7: FILE YOUR MAP WITH THE COUNTY CLERK

This is the final step in the subdivision process. Approved subdivision maps are to be filed with the County Clerk, located at the County Courthouse or via digital submission. The filing fee is \$10.00.

SUBDIVISION MAP FILING REQUIREMENTS

BASIC REQUIRED MAP INFORMATION

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."

CERTIFICATE OF LICENSED LAND SURVEYOR

ONONDAGA COUNTY SUBDIVISION MAP REQUIREMENTS

- ✓ 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 number they are amending, and clearly describe which lots or areas are being amended and why.

MAP FILING OPTIONS

Subdivision maps may be filed either as hard copy or electronically, pursuant to NYSRP Law §334 (2-a). While law allows for mandatory electronic filing at the Clerk's discretion, the Onondaga County Clerk does not currently mandate electronic filing of subdivision maps at this time.

Hard Copy Filing

The subdivision map must be:

- ✓ Printed in black ink on either paper, linen, cloth backed paper, or Mylar.
- ✓ No larger than 36"x 44" in size.
- ✓ Clear and legible for reproduction. No folded or bent maps.
- ✓ Signed in either blue or black ink. Stamps may only be in black ink. Only original signatures are acceptable.

Electronic Filing

The subdivision map must be:

- Either in PDF-A or TIFF file format.
- A minimum of 300 dpi/ppi and maximum of 600 dpi/ppi.
- Tag-embedded in the code of the file properties so that printing of the map will result in print to original size and scale.
- Submitted through an approved e-recording vendor, already used for e-recording of land documents.

E-filing Notes:

- More color on subdivision maps will mean slower upload and download times.
- Maps submitted for electronic filing *must* contain all applicable authorization signatures and/or stamps from agencies as described herein.

READY TO FILE?

- Did you include all required information on your subdivision map?

Do you have authorization signatures, stamps or letters from each required Agency?

- Town, Village or City Official(s) - Subdivision Plan Approval (stamp)
- Department of Transportation Review (part of municipal review; permits may be required separate from subdivision process)
- Onondaga County Health Department (stamp)
- Onondaga County Department of Planning - Street Names Review Compliance (letter)
- Three-Mile Limit Review:
- Syracuse Office of Zoning Administration - Three-Mile Limit Review Approval (2 signatures);
or
 - Onondaga County Department of Planning - Compliance Letter (part of Street Names letter)
- Abstract/Title Company/City Finance Dept. - Real Property Tax Certification

If you can check all of the above boxes, you are ready to file!

CONTACTS

Onondaga County

County Clerk

Onondaga County Courthouse,
Room 200
401 Montgomery St
(315)435-2226 / 2227
Mon-Fri: 8:30am-4:00pm
(Must be in line by 3:45 in order
to file documents.)

Department of Planning– Addressing Division

Carnegie Library Bldg, 1st Floor
335 Montgomery St
(315)435-2616
addressing@ongov.net

Department of Transportation

6230 East Molloy Rd
East Syracuse
(315)435-3205
highwaypermits@ongov.net

Health Department – Bureau of Public Health Engineering

Civic Center, 12th Floor
421 Montgomery St.
(315)435-6600
jtill@ongov.net

City of Syracuse

Zoning Office

One Park Place, Suite 700
300 S State St
(315)448-8640/ (315)448-4715
zoning@syr.gov

Department of Assessment

City Hall, Room 130
233 E Washington St
(315)448-8280
assessment@syr.gov

Department of Finance – City Payment Center

City Hall, Room 122
233 E Washington St
(315)448-8310
citypayments@syr.gov

City Engineer

City Hall, Room 401
233 E Washington St
(315)448-8200
engineering@syr.gov

New York State

Department of Transportation

Region 3 - State Office Building
333 E Washington St
Permit Coordinators:
Residential – East (315)458-1910
Residential – West (315)672-8151
Commercial – (315)428-3233
dot.ny.gov/permits

Towns & Villages

You can find contact information
for the 34 Towns and Villages in
Onondaga County by going to:

- ongov.net/links for a list of
links to municipal web
pages.
- ongov.net/legislature and
click on the link to their
annual Roster/Guide to
County Departments, City,
Town, Village and School
Districts.

