

Town of Mayfield Planning Department
PO Box 308, 28 North Main Street Mayfield, NY 12117
Phone, 518-661-5414 Ext 23, Fax 518-661-5400, Email codes@mayfieldny.org

Subdivision Application: (Please check all that apply)

- ☐ Minor Subdivision ☐ Major Subdivision ☐ Cluster Development
☐ Lot Line Amendment

General Information:

Owner of Record: _____ Date: _____

Tax Parcel ID # _____ - _____ - _____ Phone: (Eve) _____

Location: (Street address) _____ Phone: (Days) _____

Mailing Address: _____

Applicants Name: (If different) _____ Phone _____

Zoning Classification: _____ Current Land Use: _____

Has this property been the subject of any previous application for Town Subdivision?

___ Yes ___ No If yes provide details _____

Project Information:

Plans Prepared By: _____ Address: _____

Phone: _____ Project Name: (If Any) _____

Project Area (Sq. Ft. or Acres) _____ If Subdivision # Lots: _____

Anticipated Construction Time: _____

Proposed use of Site: _____

Is this property located in the Adirondack Park? ☐ yes ☐ no

Has a Jurisdictional Inquiry Form been filed with the A.P.A? ☐ yes ☐ no

Fee Schedule:

Lot Line Adjustments \$ No Fee
Minor Subdivision: \$100.00
Major Subdivision: \$50.00 per lot
Cluster Development: \$60.00 per lot
Engineering and Legal fees incurred by the Town in reviewing the project may be charged back to the applicant.

Required Information:

Property Deed

A copy of the property deed must be submitted with each application.

All surveys, maps and plans shall be prepared by and stamped with the seal and contact information of a State of New York surveyor or professional engineer.

For information regarding subdivision application submittals please refer to the Town of Mayfield Land Subdivision Regulations, the attached checklists and the Town of Mayfield Zoning Law.

Minor Subdivisions require the submission of 10 copies of the Preliminary Plat to scale of not less than 100 feet to the inch. Completed Short EAF form must also be submitted.

Major Subdivisions (*5 or more lots*) require the submission of 12 copies of the Final Plat to scale of not less than 100 feet to the inch. Completed Long EAF form must also be submitted.

Applicant's Signature _____ Date _____

The Planning Board requires that **all** information be submitted 14 days prior to their scheduled meeting which is normally held the Third Wednesday of each month at 6:30 PM. Any project with incomplete information will not be placed on the agenda for discussion. Applications may be submitted to the Town of Mayfield Planning Department located at 23 North School St, Mayfield (Contact Person Mike Stewart 661-5414 ext 23)

Forms:

For your convenience the following forms are available on the Towns Website mayfieldny.org and may be accessed by clicking on Boards then Planning Board then Documents:

Adirondack Park Agency – Jurisdictional Inquiry Form, Full Environmental Assessment Form, Short Environmental Assessment Form, Text of Town Subdivision Regulations

Minor Subdivision

Section 501: Submittal Requirements:

- A. In order to have a preliminary plat for a minor subdivision application reviewed by the Town of Mayfield Planning Board, the applicant or his/her duly authorized agent must submit ten (10) copies of the preliminary plat to the Town of Mayfield Code Enforcement Officer at least seven (14) days in advance of a regularly-scheduled monthly Planning Board meeting. The preliminary plat must include the following information:
1. The location of that portion which is to be subdivided in relation to the entire tract and the distance to the nearest existing street intersection.
 2. All existing structures, wooded areas, streams and other significant physical features within the portion to be subdivided and within 250 feet thereof. If topographic conditions are significant, contours shall also be indicated at intervals of not more than five (5) feet.
 3. The name of the owner(s) and all adjoining property owners as disclosed by the most recent municipal tax records.
 4. The tax map sheet, block and lot number, if available.
 5. All available utilities and all existing streets.
 6. The proposed pattern of lots including lot width and depth, street layout, recreation areas, systems of drainage, sewer and water supply within the subdivided area.
 7. All existing restrictions on the use of land including easements, covenants, and zoning lines. A copy of such covenants or deed restrictions that are intended to cover all or part of the tract shall be included.
 8. An actual field survey of the boundary lines of the tract giving complete descriptive data by bearings and distances made and certified by a licensed land surveyor. The corners of the tract shall also be located on the ground and marked by monuments as described in Article III of this document, and shall be referenced and shown on the plat.
 9. All on-site sanitation and water supply facilities shall be designed to meet the minimum specifications of the State Department of Health and a note to this effect shall be stated on the plat and signed by a licensed engineer.
 10. The proposed subdivision name and the name of the Town and County in which it is located.
 11. The date, north arrow, map scale, name and address of record owner and subdivider.
 12. A Short Environmental Assessment Form with Part I completed by the applicant. The Planning Board may require a Full Environmental Assessment Form if circumstances are warranted.

The Planning Board reserves the right to waive any of the above-mentioned requirements where appropriate.

Major Subdivision

Section 601: Submittal Requirements:

- A. For a Major Subdivision, an Applicant shall submit twelve (12) copies of the Preliminary Plat together with a Subdivision Application Form, a completed Full EAF Form and such other documents and information as specified below, to the Town Code Enforcement Officer at least nine (14) days prior to a regularly scheduled Planning Board meeting. The Preliminary Plat submission shall be an actual field survey of the boundary lines of the tract, giving complete descriptive data by bearings and distances and shall include the following information:
1. The proposed subdivision name; with the Town of Mayfield and Fulton County clearly noted; a true North arrow; scale; the name and address of the record owner, the subdivider's engineer or surveyor, including his/her license number and seal.
 2. The plat must be clearly marked "Preliminary Plat and drawn to a scale not less than 100 feet to the inch showing the proposed lot lines and dimensions of each lot.
 3. A summary table listing the number of lots proposed to be created, the size of each lot, the total acreage of the parcel, the linear feet of streets and acreage devoted to streets and any other right of ways, and the acreage devoted to parks, recreational areas and/or open space areas.
 4. The name of all owners of record of all adjacent properties.
 5. The Zoning District, including the exact boundary lines of the district if more than one (1) district is involved and any proposed changes in the zoning district lines and/or the Zoning Law text that is applicable to the area to be subdivided.
 6. All parcels of land proposed to be dedicated to public use and the conditions of such dedication.
 7. The location of existing property lines, easements, buildings, watercourses, marshes, rock outcrops, wooded areas, and other significant existing features, for the property to be subdivided and all adjacent properties.
 8. The location of existing septic systems, wells, culverts and drains on the property and adjacent parcels with pipe sizes, grades and direction of flow and, where applicable, the location and size of existing sewers and water mains.
 9. Contours at intervals of five (5) feet or less must be shown, including elevations of existing roads; the approximate grading plan for the site if natural contours are to be changed by more than two (2) feet.
 10. The width and location of any streets or public ways within the area to be subdivided, and the width, location, grades and street profiles for all streets or public ways proposed by the applicant.
 11. The approximate location of septic systems and wells for each of the parcels or, if applicable, the approximate location and size of any proposed water lines, valves, hydrants and sewer lines.
 12. The location of all utilities.
 13. A Stormwater Drainage Plan for the site.
 14. Plans and cross sections showing, where applicable, the proposed location and type of sidewalks, street lighting standards, street trees, curbs, water mains, sanitary sewers and storm drains, and the size and type thereof; the character, width and depth of pavements and subbase to show conformity with current town road specifications, bridges, culverts, manholes, basins and underground conduits.

Lot Line Adjustments Submittal Requirements and Criteria:

Section 404: Lot Line Adjustments:

- A. An applicant may request that the subdivision review process be waived when a proposed property transaction is a lot line adjustment that meets the following criteria:
 - 1. It would not create an additional lot.
 - 2. It is a minor modification of an existing lot line; or is the conveyance and merger of a portion of one parcel to an adjoining parcel.
 - 3. It would not create a nonconforming parcel or cause any other parcel to become nonconforming under this Law or the New York State Adirondack Park Agency Act and Adirondack Park Land Use and Development Plan.
 - 4. It would comply with all applicable zoning requirements of this Law and applicable New York State Department of Health regulations pertaining to well and septic system distances from parcel boundaries.
- B. To request a lot line adjustment waiver, the applicant shall submit a letter signed by the parcel owners, or their duly authorized agents, of both affected parcels. A plat or map of the parcels affected by the proposed adjustment, showing all existing buildings, utilities or other easements or rights-of way of wells and of septic systems. The map shall show the correct lot lines and the location of the proposed new lot line, along with the existing and new setback distances to any existing buildings, wells and septic systems. The map shall have the title "LOT LINE ADJUSTMENT between properties of (name) and (name)", and shall include a restriction to the effect that the land added to the existing parcel, and the existing parcel are combined to form a single, undivided lot.

Lot Line Adjustments Submittal Check List:

- 1. Letter requesting waiver for lot line adjustment signed by owners or authorized agents of both affected parcels
- 2. A plat or map of the parcels affected by the proposed adjustment, showing:
 - a. All existing buildings
 - b. Utilities or other easements or rights-of way of wells and of septic systems.
 - c. The correct lot lines and the location of the proposed new lot line,
 - d. The existing and new setback distances to any existing buildings, wells and septic systems.
 - e. The map shall have the title "LOT LINE ADJUSTMENT between properties of (name) and (name)"
 - f. The Map shall include a restriction to the effect that the land added to the existing parcel, and the existing parcel are combined to form a single, undivided lot.