

TOWN OF ONEONTA  
Code Enforcement Office  
3966 St Hwy 23, PO Box A  
West Oneonta, NY 13861  
Phone: (607)432-8606 Fax: (607)432-3135

### PLANNING BOARD

The purpose of the pre-application is to allow the sub-divider to outline the general nature of his proposal for subdivision so that he can be advised of the proper method of application, the general acceptability of his concept, the consistency of his proposal with the master plan of the Town or any special consideration which he should make in the development of his final plat.

Within 30 days after the pre-application review meeting, the Planning Board shall determine whether the pre-application sketch plan meets the purpose of chapter 88 and shall, where it deems necessary, make specific recommendations in writing to be incorporated by the applicant in the next submission to the Planning Board.

Short Form Environmental Assessment Form: When calling for input information for the determination of significance, Lead Agencies should consider that it is often over-burdening, both to the applicants and reviewers, to use full Environmental Assessment Forms for uncomplicated unlisted actions.

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NAME OF APPLICATION: \_\_\_\_\_  
TYPE OF APPLICATION: **MINOR SUBDIVISION** \_\_\_\_\_  
NO. OF LOTS: \_\_\_\_\_  
TAX MAP#: \_\_\_\_\_

#### COMMITTEE REVIEW

COMMITTEE MEMBER: \_\_\_\_\_  
DATE OF REVIEW: \_\_\_\_\_

#### MINOR SUBDIVISION CHECKLIST:

NAME AND ADDRESS OF SUBDIVISION: \_\_\_\_\_  
PERCOLATION TEST DATA: \_\_\_\_\_  
ZONING DISTRICT BOUNDARIES: \_\_\_\_\_  
KEY MAP: \_\_\_\_\_  
NORTH ARROW: \_\_\_\_\_  
SCALE: \_\_\_\_\_  
NAME AND ADDRESS OF ADJOINING OWNERS: \_\_\_\_\_  
SPECIFIC BOUNDARIES OF THE AREA TO BE SUBDIVIDED: \_\_\_\_\_  
TOPOGRAPHICAL CONTOURS: \_\_\_\_\_  
EASEMENTS AND EXISTING UTILITIES: \_\_\_\_\_  
PRESENT AND PROPOSED LAYOUTS: \_\_\_\_\_  
EXISTING PLATTING: \_\_\_\_\_  
PROPOSED RIGHT OF WAYS: \_\_\_\_\_  
EXISTING DRAINAGE FEATURES: \_\_\_\_\_

COMMENTS:

**PRE-APPLICATION FORM  
SUBDIVISION REGULATIONS  
TOWN OF ONEONTA  
3966 ST HWY 23, PO BOX A, WEST ONEONTA, NY 13861**

\_\_\_\_\_ Minor Subdivision  
\_\_\_\_\_ Major Subdivison  
\_\_\_\_\_ Application No.

Date: \_\_\_\_\_

A request of the Town of Oneonta Planning Board to review this pre-application submittal for subdivision entitled: \_\_\_\_\_

Key Map attached: \_\_\_\_\_  
Location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Acreage: \_\_\_\_\_  
No. of Lots: \_\_\_\_\_  
Tax Map Number(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_

Adjoining Owners:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Professional Engineer/Licensed Land Surveyor:  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_

Utilities (Description of):  
Means of Sewage Disposal: \_\_\_\_\_  
Method of Supply Water: \_\_\_\_\_

Range of Topography (Approximate Amount)  
0-5% slope \_\_\_\_\_ amount in area  
5-15% slope \_\_\_\_\_ amount in area  
15% + slope \_\_\_\_\_ amount in area

Results of Percolation Tests: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pre-application Approved: \_\_\_\_\_  
(Chairpersons Signature)  
Date: \_\_\_\_\_

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?		<b>NO</b>	<b>YES</b>
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.			
2. Does the proposed action require a permit, approval or funding from any other governmental Agency?		<b>NO</b>	<b>YES</b>
If Yes, list agency(s) name and permit or approval:			
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
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.

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)

## DISCLOSURE STATEMENT

Pursuant to the requirements of General Municipal Law Article 5-K, Section 809, an applicant seeking local approval for a planning or zoning action is obligated to disclose the name, residence and the nature and extent of the interest that any officer or employee of the municipality may have with the applicant.

An officer or employee of the municipality is deemed to have an interest in the applicant, when he/she, his/her spouse, their brothers, sisters, parents, children, grandchildren or the spouse of any of them

- a) is the applicant, or
- b) is an officer, director, partner or employee of the applicant, or
- c) legally or beneficially owns or controls stock of a corporate, applicant or is a member of a partnership applicant or association applicant, or
- d) is a party to an agreement with such an applicant, express or implied, whereby he/she may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition or request.

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I, \_\_\_\_\_, the applicant for local approval of a planning or zoning action in the Town/Village of \_\_\_\_\_, hereby disclose one of the following (check one):

\_\_\_ 1. No officer or employee of the local agency from which approval is sought has an interest in the applicant.

\_\_\_ 2. There exists an interest in the applicant by at least one officer or employee of the local agency from which approval is sought. These interests are as follows:

NAME	RESIDENCE	NATURE OF INTEREST
a.		
b.		
c.		

**TOWN OF ONEONTA  
PLANNING BOARD**  
Town Hall, 3966 St Hwy 23, PO Box A, West Oneonta, NY 13861

To: ALL PROPERTY OWNERS WITHIN 200 FT OF:

\_\_\_\_\_ (Property address, & tax map number, also property owner's name if same)

Please take notice that the Planning Board, Town of Oneonta will hold a public hearing for a  
Subdivision on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at or about  
\_\_\_\_\_ p.m./ a.m. in the Town Hall 3966 St Hwy 23, West Oneonta, pursuant to an  
application from:

\_\_\_\_\_ (applicant's name & address)

for: \_\_\_\_\_  
(describe purpose in detail)

Copies of the complete text are on file in the Code Enforcement Office in the Town Hall  
in West Oneonta.

**All interest persons will be given an opportunity to be heard.**

Dated: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_