



SOUTHOLD PLANNING DEPARTMENT

Subdivision Application Packet Final Plat

This application is for both Standard and Conservation Subdivisions.

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Southold Planning Department

Subdivision Application Checklist for Final Plat Approval

In order for the Planning Board to set the final hearing on a proposed subdivision, the following information **must be** submitted to the Planning Department:

Standard Subdivisions

- Final Plat Application Form
- Fees
 - Application Fees
 - Park and Playground Fee
 - Administration Fee
- Twelve (12) paper copies and four (4) mylar copies of the final plat
- Five (5) copies of the Final Road and Drainage Plan
- Copies of the **RECORDED** documents as required:
 - Declaration of Covenants and Restrictions
 - Homeowner's Association
 - Road Maintenance Agreement
 - Conservation Easement (protecting the required open space)
 - Any other legal documents required by the Planning Board.
- Performance Guarantee
- Copies of required permits (NYSDEC, Town Trustees, NYSDOT, etc.)
- Proof that funds owed in accordance with the affordable housing requirement have been paid (not applicable to conservation subdivisions)

By requiring that all of the aforementioned items be submitted prior to setting the final hearing, the Planning Board will be able to issue Final Plat Approval with a minimal number of conditions once the public hearing is closed.

Conservation Subdivisions

Submit all of the above except for the following changes:

- Road and Drainage Plan in draft form
- Legal documents such as C&R's, Road Maintenance Agreements, Conservation Easements, etc. will be in draft form.
- C&R's, etc. in draft form
- Performance guarantee in draft form
- Permit applications to other agencies in progress
- Affordable housing requirements do not apply to conservation subdivisions

Fee Schedule for Subdivisions

APPLICATION FEES FOR SUBDIVISIONS

(application fees are payable upon submission of the application)

Subdivision Classification	Application Fee	Fee Per Building Lot*
<i>Standard Subdivision</i>		
Sketch Plan	\$1000	\$750*
Preliminary Plat	\$1000	
Final Plat	\$500	
<i>Conservation Subdivision</i>		
Sketch Plan	\$500	\$350 *
Final Plat	\$500	
Sketch Plan for ODA	\$500	
Creation of Lot within ODA Map		\$350**
<i>Re-Subdivision (Lot Line Modification)</i>	\$500	

* The fee per building lot pertains only to new lots that will be created by the proposed subdivision plat.

**This fee is deferred to the time when a petition to create a building lot within an approved and filed ODA is submitted to the Planning Board (§240-30. Create of lots.)

PARK AND PLAYGROUND FEES

The park and playground fees are as follows:

1. Standard Subdivision \$7,000 per new residential lot
2. Conservation Subdivision \$3,500 per new residential lot
3. Affordable Housing District -none-

The Park and Playground fee shall be paid by the applicant prior to the signing of the final plat by the Planning Board. The fee per lot is applicable to the lots created, e.g. a five lot subdivision pays \$7,000 x four lots. Open space parcels are not subject to the fee.

ADMINISTRATION FEE

(§240-37. Administration fee.)

1. Applications subject to a performance bond: 6% of the bond estimate.
2. Applications not subject to a performance bond:
\$2,000 per lot (all lots) or 6% of the bond estimate, whichever is greater.

The fee is for map review, project coordination and field inspections by the Town Engineering Office. It is payable upon the posting of the bond or letter of credit.

Town of Southold Planning Department

Subdivision Map Requirements Final Plat Application

FINAL PLAT

- Print on mylar or other base material acceptable to the County Clerk.
- Size of the sheets shall be 18"x 20" or 20"x36", including a 2" outside of the border along the left side, and a margin of 1" outside the border along the remaining sides.
- Scale: no more than 1"=100' and oriented with the north point at the top of the map (this scale may be adjusted to increase legibility).
- When more than one sheet is required, an additional index sheet of the same size shall be filed showing to scale the entire subdivision with lot and block number clearly legible.

The final plat shall show:

1. Proposed subdivision name or identifying title and the name of the hamlet, town and county in which the subdivision is located, the name and address of record owner and applicant, name, license number and seal of the professional engineer or licensed land surveyor.
2. Street lines, pedestrian ways, lots, reservations, easements and areas to be dedicated to public use.
3. Sufficient data acceptable to the Town Engineering Office to determine readily the location, bearing and length of every street, lot line, boundary line, and to reproduce such lines upon the ground. Where applicable, these should be referenced to monuments included in the State system of plane coordinates and in any event should be tied to reference points previously established by a public authority.
4. The length and bearing of all straight lines, radii, length of curves and central angles of all curves, tangent bearings shall be given for each street. All dimensions and angles of the lines of each lot shall also be given. All dimensions shall be shown in feet and decimals of a foot. The final plat shall show the boundaries of the property, location, graphic scale and true north point.
5. The final plat shall also show by proper designation all public open spaces for which deeds or easements are included and those spaces title to which is reserved by the applicant. For the latter, there shall be submitted with the final plat copies of agreements or other documents showing the manner in which such areas are to be maintained and the provisions made therefore.
6. All offers of dedication and covenants governing the maintenance of reserved open space shall bear the certificate of approval of the Town Attorney as to their legal sufficiency.
7. Lots and blocks within a subdivision shall be numbered and lettered in alphabetical order in accordance with prevailing Town practice.

8. Permanent reference monuments shall be both shown and constructed in accordance with specification(s) of the Town Engineering Office. When referenced to the State system of plane coordinates, they shall also conform to the requirements of the State Department of Transportation. They shall be placed as required by the Town Engineering Office and their location noted and referenced on the plat.
9. Reference to any self-imposed restrictions, and locations of any building lines proposed to be established in this manner, if required by the Planning Board in accordance with these regulations.
10. Endorsement of the Suffolk County Department of Health and/or the Suffolk County Water Authority.
11. A statement that a declaration of covenants and restrictions has been filed in the County Clerk's Office and that such covenants and restrictions affect the subdivision and properties within in.
12. MIFDU (affordable) lots must be designated on the final plat.
13. The title shall identify if the subdivision is a conservation subdivision.
14. The final plat shall state the subdivision has been adopted pursuant to the terms of the amended Chapter A106 and shall state the effective date of the amendment.

FINAL ROAD AND DRAINAGE PLANS

Road and Drainage Plans shall show all metes and bounds descriptions indicating street and drainage areas as well as the size and type of road systems pursuant to §161 Highway Specifications of the Town Code, and include the following:

1. Metes and bounds descriptions of all building lots indicating lot areas, proposed building envelopes and scenic buffer areas.
2. Utilities--indicate size and location of all below grade utilities including proposed water mains, electrical conduit and transformer pads.
3. Fire wells or fire hydrants.
4. The limits of all Tidal and Freshwater Wetlands within one hundred (100) feet of the proposed development.
5. Topographical contours at an interval that will accurately depict the slope and contour of the site.
6. Road profiles and typical cross-sections.
7. Drainage calculations and design indicating all drainage structures and piping.
8. Test hole and boring data.
9. All existing and proposed easements indicating width, area and purpose.
10. Concrete survey monuments.
11. Curbing.
12. Sidewalks.
13. Street lights.
14. Street trees--including size, type and specifications for placement.
15. Street signs--indicating type and location.
16. Proposed curb--cut detail.

Southold Planning Department

Subdivision Process Summary

Each application to the Southold Town Planning Board for approval of a subdivision of land shall be submitted and reviewed in the following stages, except as indicated:

1. Pre-submission Conference with Planning staff
2. Sketch Plan Review
3. Preliminary Plat Review (standard subdivisions only)
4. Final Plat Review

*****Important*****

Site work may not begin prior to Planning Board final approval

(pursuant to §240-6 C. No construction, improvement, grading or clearing of land or other disturbance of existing conditions shall be commenced or undertaken on land for which an application has been filed pursuant to this chapter until final approval of the application has been granted, except as expressly provided herein.)

1. Pre-submission Conference

Applicant schedules a meeting with Planning Department staff prior to submitting the subdivision application. This step can save time and money by reviewing the basic concepts and subdivision requirements prior to completing the required maps.

- a. Please note – it is at this stage that the applicant should be investigating whether they have sufficient water quality on site (either through test wells or public water) to satisfy the Suffolk County Department of Health requirements.

2. Sketch Plan Review

- a. Submit Sketch Plan Application
- b. Review yield map
- c. Review ERSAP
- d. Review subdivision design.
- e. Refer to Town Engineer, Highway (Town, State or County as applicable) and Trustees (if applicable) for initial review if needed.
- f. Planning Board considers comments from agencies and Planning staff:
 - i. If plans meet the code, but needs some design edits, grant Conditional Sketch, with conditions including any changes recommended; or
 - ii. If plans do not meet the code, instruct applicant to make any necessary changes to the plans prior to Conditional Sketch Approval.
- g. Sketch Plan Approval – by resolution at a Public Meeting (held monthly).
- h. Please note – Sketch plans are subject to extensive review during the Preliminary Plat stage, and changes to the Sketch Plan can be expected.

3. Preliminary Plat Review

- a. This step for STANDARD SUBDIVISIONS ONLY.
- b. Conservation Subdivisions skip this step entirely and go to Final Plat Review.
- c. Submit Preliminary Plat Application (including any conditions in the Sketch Plan Approval)
- d. Review Preliminary Plat Application including
 - i. Lot design
 - ii. Road & Drainage Plans
- e. Upon accepting the Preliminary Plat Application, the Planning Board initiates SEQRA and the Lead Agency process for coordinated review (or designates the action for an uncoordinated review if warranted), and refers the application out both for SEQRA coordination and other comments from interested and involved agencies.
 - i. Town Engineer
 - ii. Fire Department
 - iii. Highway Department (Town, State, or County as applicable)
 - iv. Suffolk County Department of Health Services
 - v. Suffolk County Water Authority
 - vi. NYS Office of Parks, Recreation and Historic Preservation (for archeological significance)
 - vii. Local Waterfront Revitalization Program (LWRP) Coordinator
 - viii. Suffolk County Planning Commission
- f. SEQRA determination
- g. LWRP Coastal Consistency Assessment
- h. Preliminary Plat public hearing
- i. Applicant to incorporate any changes required by the Planning Board as a result of the public hearing and/or Planning Board review.
- j. Conditional Preliminary Plat Approval – by resolution at a subsequent Planning Board Public Meeting (held monthly)

4. Final Plat Review

- a. Submit Final Plat Application
 - i. SC Health Dept approval stamp required
 - ii. Letter of water availability or valid water contract with the Suffolk County Water Authority
 - iii. Draft Declaration of Covenants and Restrictions (file with County Clerk after approved by Planning Board)
 - iv. Draft Homeowners Association agreement and/or Road and Maintenance agreement (file with County Clerk after approved by Planning Board)
 - v. Draft Conservation Easement for the Open Space (if applicable) (file with County Clerk after approved by Planning Board)
 - vi. Bond estimate accepted by the Town Board
 - vii. Administration fee paid (§ 240-37)
 - viii. Park & Playground fee paid

Final Plat Review (continued)

- ix. Letter of non-jurisdiction or wetland permit, if applicable, from NYS Department of Environmental Conservation (NYSDEC)
- x. Curb cut permits (Town Highway Department, Department of Transportation, Department of Public Works).
- b. Final Plat public hearing
- c. Applicant to incorporate any changes required by the Planning Board as a result of the public hearing and/or Planning Board review.
- d. Conditional Final Plat Approval or Final Plat Approval - Resolution at subsequent Planning Board Public Meeting (held monthly)
- e. Maps will be signed by the Planning Board Chair upon fulfillment of the Conditions of Final Plat Approval (if any).

Construction and Inspection of Improvements

- 1. All bonded improvements shall be inspected by the Town Engineering Office and Superintendent of Highways.
- 2. Provide to the Town Engineering Office and Superintendent of Highways the following:
 - a. A schedule of construction at least 48 hours prior to beginning any site work.
 - b. Written notification five days prior to completion of each phase of construction
- 3. See §240-36 Inspection of improvements for details

Monuments.

- 1. Property boundary monuments made of concrete are required for the following:
 - a. To mark the outside boundaries of the property that was subdivided; and
 - b. To mark the street intersections
- 2. Property boundary markers of metal rod or pipe to mark the boundaries of each lot.
- 3. See §240-41. Mapping of completed improvements; monuments for more details.

SOUTHOLD PLANNING BOARD

Subdivision Application Form - Final Plat Approval

APPLICATION IS HEREBY MADE to the Town of Southold Planning Board for FINAL PLAT APPROVAL for the subdivision described herein.

1. Name of Subdivision _____
2. Suffolk County Tax Map # _____
3. Hamlet _____
4. Street Location _____
5. Zoning District _____
6. Date of Submission _____
7. Sketch Plan Approval Date _____
8. Preliminary Approval Date _____
9. Number of Lots Proposed _____
10. Acreage of Open Space/Reserved Area _____
11. Affordable Housing Units Proposed _____
12. Percentage of Affordable Housing _____
13. If providing less than 20% Moderate Income Family Dwelling Units (MIFDU), please indicate how the property owner intends on satisfying the Affordable Housing requirement pursuant to §240-10 B(2)(c) of the Town Code.

14. Does the Final Plat conform substantially to the approved Preliminary Plat? If not, please explain the differences.

15. Application prepared by owner agent other

Signature of Preparer _____ Date _____