

**TOWN
OF
LANCASTER**

SUBDIVISION REGULATIONS

**Adopted by the Town Board
June 18, 1990**

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(Rev. 5/16)

TOWN OF LANCASTER SUBDIVISION REGULATIONS

PART I - GENERAL POLICY

Purposes and Intent:

Because each new subdivision accepted by the Town of Lancaster becomes a permanent unit in the community, all subdivision of land shall be designed to achieve the following objectives:

Orderly development and redevelopment of land to obtain harmonious and stable residential, commercial, or industrial areas.

Safe and convenient vehicular and pedestrian circulation.

Reservation of space for recreation, conservation and other public use.

Accurate surveying of land, preparation and recording of plats.

Design and installation of improvements in compliance with the specifications and standards established by the Town of Lancaster, and correct and complete recording of improvements.

Coordination of land development in accordance with the objectives of the Zoning Ordinance of the Town of Lancaster.

Subdivision design mindful of avoiding or minimizing natural hazards and protecting natural resources.

Title:

The official name of these regulations and this document shall be "Town of Lancaster Subdivision Regulations (the "Regulations").

Interpretation:

The provisions of these regulations shall be construed to be the minimum requirements necessary for the preservation of public health, safety, and welfare within the Town. These regulations are not intended to repeal, abrogate, or supersede any existing regulation of the Town, nor to conflict with any statutes, laws, or regulations of the State of New York, or Erie County, except that these regulations shall prevail in cases where they impose a lawful restriction or requirement more severe than existing statutes, laws, or regulation.

Application:

No plat of any subdivision shall be recorded in the Erie County Clerk's Office or have any validity until it shall have been approved in the manner prescribed in these regulations and is in full compliance with them.

No building permit or certificate of occupancy shall be issued for any parcel or plot of land which was created by subdivision after the effective date of, and not in conformity with, the provisions of these regulations.

Submittal Deadlines:

If, during the application review process, the Town should require any additional documentation from the applicant, the Town Engineer, the Police Department, or from the Code Enforcement Officer, said documentation should be received by the Town not less than ten days prior to any Town hearing or decision-making meeting relative to the material in question. **The Board may choose not to act in any decision-making capacity without having received the material required within the above described time frame.**

Duration of Planning Board Approval:

Approval of the sketch plan and/or preliminary plat shall be deemed revoked if after two years from the time of the original sketch plan and/or preliminary plat approval, no further approvals have been secured. The Town Board may grant an extension of this period.

Plat Size and Legibility:

Any plat submitted for approval shall be a clear, legible, white print of an ink drawing. All plats shall be on paper sheets not larger than 24 x 36 inches overall. Where necessary to avoid sheets larger than the maximum size prescribed above, plats shall be drawn in two or more sections accompanied by a key diagram showing relative location of the sections.

PART II - DEFINITIONS

As used in these regulations, the following terms shall be defined as follows:

PLAT:

A drawing or drawings showing the proposed plan of a subdivision.

PLAT, PRELIMINARY:

A drawing or drawings and related data clearly marked "PRELIMINARY PLAT" containing the information described in Appendix B.

PLAT, FINAL:

A drawing or drawings and related data clearly marked "FINAL PLAT" containing the information as described in Appendix C.

PUBLIC IMPROVEMENT PLANS:

Engineering drawings for water, pavement, curbs, sidewalks, street lighting, storm water drainage, and detention basins.

SEQR:

Proceedings in accordance with the State Environmental Quality Review Act.

SKETCH PLAN:

A simple sketch and related data clearly marked "SKETCH PLAN" containing the information as described in Appendix A.

MAJOR SUBDIVISION:

Any subdivision not classified as a minor subdivision, including, but not limited to, subdivisions of five or more lots, or any size subdivision requiring any new street or extension of municipal facilities.

MINOR SUBDIVISION:

Any subdivision containing not more than four lots fronting on an existing street or road, and not involving any new street or road or the extension of municipal facilities and not adversely affecting the development of the remainder of the parcel or adjoining property and not in conflict with any provision or portion of the Zoning Map or Zoning Ordinance of the Town of Lancaster.

PART III - PROCEDURE FOR SUBMISSION OF PLATS

Whenever any subdivision of land is proposed and before any permit for the erection of a structure or facilities in or for such proposed subdivision shall be granted, the subdivider or his authorized agent shall apply for and secure approval of such proposed subdivision in accordance with the procedure set forth in this part.

INFORMAL CONSULTATION

Pre-application Discussion:

Before preparing a sketch plan, it is recommended that the developer discuss with the Code Enforcement Officer, Town Engineer, and Supervisor the requirements for the general layout of streets, street names, subdivision name, lots, the reservation of land, street improvements, drainage, special flood hazard areas, wetlands, sewerage, water, fire protection, other community services and facilities, and the availability of existing services. The developer should also consult with the Erie County Soil and Water Conservation District on soil conditions and drainage. Special attention must be given to layout of cul-de-sacs as detailed in Town Board resolution dated February 10, 2003.

911 Enhanced System Clearance - Subdivision and Street Names:

Before submission of a sketch plan to the Town, the developer must obtain the written approval of the Police Chief of street names and the subdivision name for the purpose of clearing and reserving those names for future entry into the enhance 911 emergency system. A copy of this approval letter shall be directed to the Code Enforcement Officer for charting purposes and the Town Clerk for initial file set up.

Classification of Subdivision - Major/Minor:

The Code Enforcement Officer shall classify the subdivision as a major or minor plat on the basis of the pre-application discussion. However, the Planning Board may later require, if it deems it necessary for protection of the public health, safety and welfare, that a minor plat comply with all or some of the requirements specified for a major plat.

Minor Subdivision:

A sketch plan or public improvement plans are usually not required for a minor subdivision. A preliminary plat may be submitted (see Appendix B).

SKETCH PLAN

Submission of Sketch Plan:

32 **folded** sets of a sketch plan (clearly marked "SKETCH PLAN" and SEQR data as specified in Appendix A of these regulations, shall be prepared by the developer and submitted to the Code Enforcement Officer.

Referral of Sketch Plan:

The Code Enforcement Officer, upon receipt of the 32 sets of the sketch plan and SEQR data, retains one set for the Code Enforcement Officer's advisory review and refers seven sets to members of the Planning Board for formal review. The remaining sets are referred to the following officials, boards, and agencies for their ten day advisory review and report to the Planning Board: Town Board, Town Attorney (7 sets) affected Fire Chief, Police Chief, Highway Superintendent, Parks, Recreation & Forestry Department, affected U.S. Post Office, affected School Board, LVAC, Town Engineer, Assessor, and Town Clerk.

SEQR Lead Agency:

Upon receipt of a review copy of the sketch plan and SEQR data, the Town Attorney requests SEQR Lead Agency status from the County and State.

FEE:

Base Fee	\$550.00
For Each Lot	\$ 50.00
Short Form EAF	\$100.00
Long Form EAF	\$250.00

Comments and Recommendations of Referral Agencies:

Within ten days of receipt of the sketch plan and SEQ data, Town Attorney, Police Chief, Highway Superintendent, Town Engineer, Assessor, Town Clerk and Code Enforcement Officer shall (mandatory), and all other officials, boards and agencies may (permissive) review it and notify the Planning Board in writing of their comments and/or recommendations.

A copy of each review letter shall be directed to the Code Enforcement Officer for charting purposes.

Planning Board Agenda - Sketch Plan:

A sketch plan filed at least ten days prior to a scheduled Planning Board meeting will be placed on the agenda of the next regular meeting of the Planning Board. Those filed less than ten days prior to a Planning Board meeting will be held over until the next meeting of the Planning Board. The subdivider, or his duly authorized representative, shall, depending upon filing date, attend the next or subsequent regularly scheduled meeting of the Planning Board to discuss the sketch plan.

Study of Sketch Plan:

The Planning Board will carefully study the sketch plan considering the requirements of these regulations, the comments of the reviewing agencies, and the best design use of the land being subdivided.

Planning Board Action:

The Planning Board may approve, conditionally approve, or fail to approve the sketch plan.

Planning Board Failure to Approve:

If the Planning Board fails to approve the sketch plan, it shall advise the developer, in writing, of the reasons for failure of approval and/or the specific changes, if any, it will require in the sketch plan layout as a prerequisite to approval.

Depending upon the severity of the changes, the Planning Board may require the developer to re-submit 32 revised sketch plans clearly marked "SKETCH PLAN REVISION NO. 1" to the Code Enforcement Officer and initiate the entire sketch plan review process as previously outlined, so as to afford all reviewing agencies an opportunity to comment upon the radically changed plan.

Planning Board Approval/Conditional Approval:

If the Planning Board approves or conditionally approves the sketch plan, it shall advise the developer in writing of the approval or conditional approval and of the specific changes, if any, that must be incorporated into the layout of the preliminary plat. A copy of this notification letter shall be sent to the Code Enforcement Officer for charting purposes and the Town Engineer for engineering purposes in preliminary plat review.

Upon notification of approval or conditional approval of a sketch plan, the developer may proceed with the preparation of the preliminary plat incorporating into it any changes conditioned upon which the sketch plan was approved.

PRELIMINARY PLAT

Preparation of Preliminary Plat:

Following approval or conditional approval by the Planning Board of a sketch plan of the subdivision, a developer may prepare a preliminary plat and public improvement plans. This preliminary plat shall cover the entire tract of land concerned unless the Planning Board has authorized a lesser area.

Submission of Preliminary Plat:

32 **folded** sets of the preliminary plat, as specified in Appendix B of these regulations, clearly marked "PRELIMINARY PLAT", shall be submitted to the Code Enforcement Officer with payment of the fees as specified in the Permit and Application Fee Ordinance of the Town of Lancaster and accompanied with an application for approval of subdivision (see Appendix E). The Code Enforcement Officer will retain one set and transmit the 31 remaining sets to the Town Board, Town Attorney (7 sets), affected Fire Chief, Police Chief, Highway Superintendent, Parks Recreation & Forestry Department, affected U.S. Post Office, affected School Board (3 sets), LVAC, Town Engineer and Assessor.

Submission of Public Improvement Plans:

Five sets of public improvement plans, clearly marked "PUBLIC IMPROVEMENT PLANS - PRELIMINARY PLAT", as specified in Appendix B of these regulations, shall be prepared by the developer and submitted to the Code Enforcement Officer .

Referral of Preliminary Plat:

The Code Enforcement Officer , upon receipt of the 31 preliminary plat plans from the Town Clerk, retains one set for the Code Enforcement Officer's advisory review, refers seven sets to the Planning Board for formal review, and refers the remaining sets to the following officials, boards, and agencies for their ten day advisory review and report to the Planning Board: Town Board, Town Attorney (7 sets), affected Fire Chief, Police Chief, Highway Superintendent, Parks, Recreation & Forestry Department, affected U.S. Post Office, affected School Board (3 sets), LVAC, Town Engineer and Assessor.

SEQR Review of Preliminary Plat:

Upon receipt by the Town Attorney of the preliminary plat, a SEQR Review Board meeting shall be called for the purpose of evaluation of the project's environmental impact.

Referral of Public Improvement Plans:

The Code Enforcement Officer, upon receipt of the five sets of public improvement plans, shall retain one set for the Code Enforcement Officer's department and transmit the other four sets to the Town Engineer, Planning Board Chairman, Supervisor, and the Town Clerk with a request for their review and comment to the Planning Board within ten days.

Engineering Review - Preliminary Plat and Public Improvement Plans:

The Town Engineer studies the preliminary plat and the public improvement plans for engineering compliance with the specifications for Town of Lancaster for public improvements. The engineer advises the Planning Board, in writing, within ten days, of the results of the engineering review. A copy of each review letter shall be directed to the Code Enforcement Officer for charting purposes, and to the Town Board.

Fee:

Base Fee	\$550.00
For Each Lot	\$ 50.00
Public Hearing Fee	\$ 50.00
SWPPP Review Fee As Per Chapter 50 Section 15	
Engineering Review Fee As Per Chapter 30-17E	

Planning Board Agenda - Preliminary Plat:

A preliminary plat filed at least ten days prior to a Planning Board meeting will be placed on the agenda of the next regular meeting of the Planning Board. Those filed less than ten days prior to a Planning Board meeting will be held over until the next meeting of the Planning Board.

The subdivider, or his duly authorized representative, shall, depending upon filing date, attend the next or subsequent regularly scheduled meeting of the Planning Board to discuss the preliminary plat.

Comments and Recommendations of Referral Agencies:

Within ten days of receipt of the preliminary plat, Town Attorney, Police Chief, Highway Superintendent, Town Engineer, Assessor, Town Clerk and Code Enforcement Officer shall (mandatory), and all other officials, boards and agencies may (permissive), review it and notify the Planning Board in writing of their comments and/or recommendations.

A copy of each review letter shall be directed to the Code Enforcement Officer for charting purposes.

* Public Hearing – Must be conducted by Planning Board at Preliminary Plat. Fee of \$50.00 at submittal.

Planning Board Action:

The Planning Board shall study the preliminary plat, taking into consideration the requirements of the community and the comments and/or recommendations of the reviewing officials, boards and agencies.

The Planning Board may approve, conditionally approve or fail to approve the preliminary plat.

Planning Board Failure to Approve:

If the Planning Board fails to approve the preliminary plat, it shall advise the developer, in writing, of the reasons for failure of approval and/or the specific changes, if any, it will require in the preliminary plat layout as a prerequisite to approval.

Depending upon the severity of the changes, the Planning Board may required the developer to re-submit 24 revised preliminary plats clearly marked "PRELIMINARY PLAT REVISION NO. 1" to the Code Enforcement Officer and initiate the entire preliminary plat review process as previously outlined, so as to afford all reviewing agencies an opportunity to comment upon the radically changed plan.

Planning Board Approval/Conditional Approval:

If the Planning Board approves or conditionally approves the preliminary plat, it shall advise the developer in writing of the approval or conditional approval and of the specific changes, if any, that must be incorporated into the layout of the final preliminary plat. A copy of this notification letter shall be sent to the Code Enforcement Officer for charting purposes, the Town Engineer for engineering purposes in final plat review, and the Town Board.

Upon notification of approval or conditional approval of a preliminary plat, the developer may proceed with the preparation of the final plat incorporating therein any changes conditioned upon which the preliminary plat was approved.

Limits of Approval:

Approval of a preliminary plat by the Planning Board **shall not constitute approval of the Subdivision Plat**, but rather shall be deemed a recommendation of approval to the Town Board of the design submitted on the preliminary plat and as a guide to the developer in preparation of the final plat, **which must be submitted for approval to the Town Board.**

FINAL PLAT

Following approval or conditional approval by the Planning Board of a preliminary plat of a subdivision, the developer may prepare and submit the final plat to the Town Board for approval, **incorporating therein any conditions and/or changes imposed by the Planning Board.**

Submission of Final Plat:

19 **folded** sets of the Final Plat, as specified in Appendix C of these regulations, clearly marked "FINAL PLAT", shall be submitted to the Code Enforcement Officer and 2 full sized sets of Public Improvement Plans; one to the Code Enforcement Officer and one to the Town Engineer.

Fee:

Base Fee	\$225.00
For Each Lot	\$ 25.00

Referral Review of Final Plat:

The Code Enforcement Officer, upon receipt of the 19 sets of the final plat, retains one set for the Code Enforcement Officer's advisory review, and refers one set to each Town Board member for their formal review. He also refers sets to each of the following officials for their advisory review:

- 7 -Town Attorney (ECDEP, NYSDOT, NYSDEC, ECDPW, EC HEALTH & EC Sewer)
- 1- Police Chief
- 1- Highway Superintendent
- 1- Town Engineer
- 1- Assessor
- 1- Erie County Department of Environment & Planning
- 1- Town Clerk

Comments and Recommendations of Referral Agencies:

Within ten days of receipt of the final plat, the Town Engineer, Highway Superintendent, Police Chief, Town Attorney, Assessor, Town Clerk and Code Enforcement Officer shall review it and notify the Town Board in writing of their comments and/or recommendations.

A copy of each review letter shall be directed to the Code Enforcement Officer for charting purposes.

Town Board Failure to Approve:

If the Town Board fails to approve the final plat, the Town Engineer shall be directed to advise the developer, in writing, of the reasons for lack of approval and/or the specific changes, if any, the Town Board requires in the layout of the final plat as a prerequisite to approval. Upon disapproval, the developer shall resubmit nine sets of the revised final plat to the Code Enforcement Officer clearly marked "FINAL PLAT REVISION NO. 1" who shall retain one set for his department and distribute the other eight sets in the same manner previously outlined .

Town Board Approval - Final Plat:

The Town Board's approval of the final plat must be unconditional before the Town Clerk shall notify the developer in writing of Town Board approval of a final plat. A copy of this letter shall be directed to the Planning Board for informational purposes.

The developer, upon notification of approval of the final plat, shall:

- Prepare and deliver to the Town Clerk four (4) exact mylar prints and two (2) paper prints which will be retained by the Town of Lancaster. Additionally the developer should deliver a quantity of prints that developer requires for their needs **and** for filing in Erie County Clerk's Office. The sketch plan shall have near or at its northwest corner, the intersection of two existing County and/or State roads, or, in the alternative, the intersection of one State or County road with a Town road that existed prior to 1980. The southeast corner of the sketch plan must also contain such an intersection.

The Town Clerk shall:

! Have the mylar final plat verified as to exactness and conformity to the final plat approved by the Town Board.

- Endorse the date and approval of the Town Board upon the mylars.

Upon filing of the final plat with the County Clerk's Office, the Town Clerk shall endorse the date of filing and map cover number on the remaining five copies in the Town Clerk's possession. The Town Clerk shall retain one copy for the Town Clerk's department and transmit the remaining five copies to the Code Enforcement Officer, Assessor, Town Attorney, Town Engineer, and Highway Superintendent.

Plat May Be Divided Into Sections:

The Town Board may permit submission of the final plat in sections for condominiums and town houses, each covering a portion of the entire proposed subdivision as shown on the preliminary plat, in accordance with an approved schedule.

Period of Exemption for Subdivision Plats:

If a plat has been duly filed in the Office of the County Clerk, and an amendment to the zoning ordinance increases the yard requirements in excess of those in force at the time of filing of the plat, then, for a period of three years after the filing of the plat, the new regulations will not in any way affect any of the lots shown and delineated on such plat.

Plat Void if Revised After Approval:

No changes, erasures, modifications, or revisions shall be made in any plat after approval has been given by the Town Board and endorsed in writing on the plat, unless the plat is resubmitted to the Town Board and such Board approves any modifications. In the event that any such plat is recorded without complying with this requirement, the same shall be considered null and void, and the Board shall institute proceedings to have the plat stricken from the records of the County Clerk.

Model Homes:

For the purpose of allowing the early construction of model homes in a subdivision, subsequent to the filing of a final plat with the Erie County Clerk but prior to the full completion and acceptance of streets or highways giving access to the proposed structure(s), the Town Board may, by resolution, approve the issuance of a building permit for a model home. It may do so if it finds, after receiving recommendations from the Town Engineer and the Code Enforcement Officer, that such improvements have been made as are adequate in respect to the public health, safety and general welfare. "Adequate" improvements shall generally mean that water lines and hydrants and sanitary sewers are available and that there is sufficient access provided for emergency vehicles. Similarly, the Code Enforcement Officer may issue a temporary certificate of occupancy for the purpose of display where adequacy of improvements is shown.

Building Permits:

No building permits, other than for a model home, as regulated in the regulations, shall be issued unless and until all improvements are installed and accepted by the Town Board as indicated in the final plat, and the final plat has been recorded in the Office of the Erie County Clerk.

Approval Does Not Mean Acceptance:

If any plat of a subdivision contains public streets, thoroughfares or easements which are to be dedicated as such, the approval of the plat by the Town Board shall not constitute an acceptance by the Town of Lancaster of the improvements constructed or installed thereon or therein, irrespective of any acts by an officer, agent or employee of the Town with respect to such improvements. **The acceptance of such improvements shall be made only by the adoption of a resolution by the Town Board after there has been filed with the Town Clerk a certificate by the Town Engineer certifying that all improvements required to be constructed or installed in or upon such street, thoroughfares and easements in connection with the approval of the plat or subdivision by the Planning Board have been fully completed and the construction or installation thereof has been approved by him.**

Status of Streets on a Subdivision Plat:

Every street shown on a plat filed or recorded in the Office of the County Clerk shall be deemed to be a private street until such time as it has been formally offered to the Town and formally accepted as a public street by resolution of the Town Board, or alternatively until it has been condemned by the Town for use as a public street.

APPENDIX A SKETCH PLAN

Sketch Plan Data:

Intent

The purpose of the sketch plan of a subdivision is to show graphically all facts needed to enable the Planning Board and other Town departments to determine whether the proposed layout of land in question is satisfactory from the standpoint of public interest. It is not intended that the sketch plan be recorded.

Required Information:

Location Map No. 1

An area map at a scale of not less than one inch equals 1000 feet showing the proposed subdivision at the approximate center of the map, in shaded detail, and all streets and property within one mile north, south, east and west of the subdivision.

Location Map No. 2

An area map at a scale of not less than one inch equals 200 feet showing all streets and property within 3,000 feet of the applicant's property, including zoning and reference to adjacent property owners and to recorded subdivision plats of adjoining platted land by record name and number shall be provided. All property held by the applicant within 500 feet in the area shall be identified. All roadways, existing or proposed, shall be identified as public or private roadways. The name, date, north point, and scale of each map submitted and a clear identification of each submittal as the sketch plan shall be provided.

Sketch Map and Sketch Plan:

A drawing at a scale of not less than one inch equals 200 feet on a topographic map of the development area and area lying outside the boundaries of the development to a distance of 200 feet shall be provided. The drawing(s) shall include the following information:

- Existing street, buildings, easements, water bodies, streams, well heads and pipelines, drainage channels, special flood hazard areas and base flood elevations, railroads, and other pertinent natural features such as wetlands, outstanding trees, and outlines of densely wooded areas.
- Proposed street(s) indicating those which are to be public and those which are to be private, lots, and when applicable, parking and loading areas, open space areas, and public recreational or conservation areas.
- The name and address of the owner or owners of the land to be subdivided, the name and address of the subdivider, if other than the owner, and the name of the land surveyor.
- The name of the owners of all adjoining unplatted property as disclosed by the most recent municipal tax records.
- The location, right-of-way width and approximate grade of all proposed and existing streets. Approximate elevations shall be shown at the beginning and end of each street, at street intersections, and at all points where there is a decided change in the slope or direction. All other rights-of-way easements, including width and purpose, shall be shown.
- Proposed systems for drainage, sanitary sewerage and water supply (Concept plan only; not full engineering drawings).
- A pedestrian circulation plan.
- Location of areas proposed to be dedicated for public purposes.
- The approximate location, dimensions and area of all proposed and existing lots.

General Information:

Descriptive information needed to supplement the required sketch plan shall be provided including:

- Proposed use of the land.
- Report from the Soil Conservation Service describing the soils and soil conditions in the area and an evaluation of the soils for the proposed use.
- A written plan or written program indicating provisions for management and protection of soil, water, wetlands, woodland, wildlife resources, and special flood hazard areas.
- All existing restrictions on the use of the land including easements, covenants or zoning lines.
- SEQR information form.

APPENDIX B PRELIMINARY PLAT

Accompanying Data:

Required as a basis for the preliminary plat shall include existing and proposed conditions as follows except when otherwise specified by the Planning Board:

Boundary Lines:

Bearings and distances.

Easements:

Location, width and purpose and draft legal documents.

Streets On and Adjacent to the Tract:

Name, distances to and right-of-way width and location; type, width and elevation of roadway and any legally established centerline elevations. All elevations must be referenced to established U.S. Government or approved local benchmarks where they exist, within one-half mile of the boundary of the subdivision.

Plans and Profiles:

Showing the locations and a typical section of street pavements, including curbs and gutters, sidewalks, manholes and catch basins.

Utilities On and Adjacent to the Tract:

Location, size, invert elevation and direction of flow of existing and proposed subdivision sanitary and storm sewers and sewers connecting with existing or proposed Municipal interceptors, outlet or trunk sewers outside of the subdivision, and the area and location of easements to be granted to the municipality for such proposed sewers. The location and size of water mains; location of gas lines; fire hydrants, electric and telephone poles, and street lights. If water mains and sewers are not on or adjacent to the tract, indicate the direction and distance to, and size of nearest facility, showing invert elevation of sewers.

Ground Elevations on the Tract:

Based on a datum plane approved by the Town Engineer and at a contour interval of not more than two (2) feet, both existing and finish grades shall be shown. In addition, the special flood hazard area shall be indicated and the base flood elevation given.

Soil Condition:

If required by the Planning Board: a report from the Soil Conservation Service describing the soils and soil conditions on the site and an overlay map and an evaluation of the soils for the proposed site.

Subsurface Conditions on the Tract:

If required by the Planning Board: location and results of tests made to ascertain subsurface soil, rock and ground water conditions.

Other Conditions on the Tract:

Water courses, wetlands, rock outcrop, wooded areas, isolated preservable trees four inches or more in diameter, dwellings, buildings and other significant features.

Provision:

For all storm water disposal including open storm sewers, both proposed and to remain including data or gradients of the new system relative to existing facilities. This shall include consideration of all ditches, swales, retention ponds and like facilities including the cubic foot per second (cfs) capacity of such facilities where applicable. Hydrologic information shall include total runoff, peak runoff and time of peak runoff from a 10-year design storm. Storm sewers, ditches, culverts, and/or retention facilities shall be shown to adequately handle runoff from the 10-year frequency design storm. Plans to preserve topsoil, deal with seasonal high water table problems, stabilize cut and fill banks and/or provide for open space and the preservation of valuable natural vegetation and wildlife resources.

Other Conditions on Adjacent Land:

Approximate direction and gradient of ground slope, including any embankments or retaining walls; character and location of buildings, railroads, power lines, towers, and other nearby non-residential land uses or adverse influences.

Photographs:

If required by the Planning Board: camera locations, directions or views and reference numbers.

Zoning:

On and adjacent to the tract.

Proposed Public Improvements:

Highways or other major improvements planned by public authorities for future construction on or near the tract.

Key Map:

Showing location of the tract.

Title and Certificates:

Present tract designation (permanent parcel number) according to official records in the Office of the Town Assessor; title under which proposed subdivision is to be recorded with names and addresses of owners, and developers, notation stating acreage, scale, north point, datum, benchmarks, certification of registered civil engineer or surveyor, and date of survey and name of architect, engineer, or surveyor who prepared the preliminary plat.

Preliminary Plat Drawings:

At a scale of one hundred (100) feet to one (1) inch showing all existing conditions required under accompanying data including the following:

Streets: including street names; right-of-way and roadway widths, approximate grades and gradients.

A Pedestrian Circulation Plan.

Other Rights-of-Way or Easements: location, width and purpose and draft legal documents.

Location of Utilities, if not shown on other exhibits.

Lot lines and lot numbers with exact dimensions and area of each lot. All parcels of land proposed to be reserved or dedicated for public use and the conditions of such dedication.

Sites, if any, for multi-family dwellings, shopping centers, churches, service and industrial uses or other non-public uses.

Minimum building setback lines.

Site data, including number of residential lots, typical lot size, and acres in parts, etc.

Title, scale, north point and date.

Certification of title showing that applicant is the land owner.

APPENDIX C
FINAL PLAT

The Plat Data:

The Final Plat shall include at least the following:

Primary control points, approved by the Town Engineer, or descriptions and "ties" to such control points, to which all dimensions, angles, bearings, and similar data on the plat shall be referred.

Tract boundary lines, right-of-way lines of streets, easements, and other rights-of-way, and property lines of residential lots and other sites; with accurate dimensions, bearings or deflection angles, and radii, arcs, and central angles of all curves. Name and right-of-way width of each street or other right-of-way.

The location of the termini of existing and proposed streets on adjoining property with such dimensions as are necessary to show their relation to streets being dedicated in the proposed subdivision.

Location, dimensions and purpose of any easements.

Number identification of each lot or site.

Purpose for which sites, other than residential lots, are dedicated or reserved.

Minimum building setback line on all lots and other sites in accordance with the Lancaster Zoning Ordinance. Lot areas shall be shown in square feet.

Location and description of all monuments used or established in determining the boundaries, as well as those set at boundary corners and the locations of street monuments which shall later be set by the owner, subdivider or his agent.

Proposed subdivision name or identifying title, which shall not duplicate or too closely approximate that of any other development in the Town.

Reference to recorded subdivision plats of adjoining platted land by record name, date, map cover number, volume and page numbers as recorded.

Certification by Surveyor or Engineer preparing plat, verifying the data shown thereon, and definitely identifying the data shown thereon, and the lands proposed to be dedicated for public use, with proper dedicatory clauses as provided by law.

APPENDIX D
PUBLIC IMPROVEMENT PLANS

Public Improvement Plans:

Five sets of engineering drawings or plans for all proposed improvements, including but not necessarily limited to streets, sidewalks, detention basins, storm sewers and systems, water system, etc., shall be furnished to the Town Clerk along with the preliminary plat, application for approval of subdivision and engineering review fee.

All construction or improvement plans shall be clearly and legibly drawn or printed, or reproduced by a process guaranteeing a permanent record which will permit direct reproduction. The size of each sheet shall be uniform, and not larger than 24" by 36". The plans shall be prepared under the direction of and signed by a professional engineer or land surveyor registered in the State of New York, and shall show the complete plans, profiles and details for all street work, storm drainage channels and structures and systems, retaining walls or other improvements to support cut slopes and embankments, bridges, and sewer lines and any other underground utilities, culverts, the location of fire hydrants, curbs, gutters, sidewalks, fences that may be required, gates, driveways if constructed in conjunction with subdivision improvements, and other improvements which may be required to complete the work. Profiles showing existing and proposed elevations along the center lines of all streets shall be prepared. Where a proposed street intersects an existing street or streets, the elevation along the center line of the existing street or streets, within 100 feet of the intersection, shall be shown. All elevations must be referenced to established U.S. Government or approved local benchmarks where they exist, within one-half mile of the boundary of the subdivision.

Draft of Protective Covenants whereby the subdivider proposes to regulate land use in the subdivision and otherwise protect the proposed development shall be submitted pursuant to guidelines in these regulations.

Topsoil Requirements (Effective June 8, 1993)

Erosion and sedimentation control plan shall show all areas of topsoil stockpiles, siltation, fencing, sedimentation ponds, etc.

Volume computations for topsoil requirements over the entire development shall be provided. The computations shall consider a minimum topsoil depth of no less than 6", when compacted, over all subdivision lots, which includes the green area between the curb and sidewalk.

If the computations indicate that there is excess topsoil, the owner will be permitted, in writing, to remove this excess.

No Certificate of Occupancy shall be issued by the Code Enforcement Officer for any residence in any subdivision lot until there is placed thereon, the minimal topsoil depth as herein provided, or in the judgement of the Code Enforcement Officer, adequate assurance is given that the topsoil depth will be placed thereon within a reasonable time.

Subdivision lots which have been improved and landscaped as of the effective date of this regulation, and which are awaiting sale, shall not be subject to this regulation.

APPENDIX E

APPLICATION FOR
APPROVAL OF SUBDIVISION - PRELIMINARY PLAT PLAN
TOWN OF LANCASTER, NEW YORK

Received ___ / ___ / ___

Preliminary Plat Fee \$ _____
Public Hearing Fee \$ _____
SWPPP Fee \$ _____
Engineering Fee \$ _____

Date: ___ / ___ / ___

To: The Town Planning Board c/o the Code Enforcement Officer

The undersigned owner(s) hereby request(s) approval by the Town Planning Board of the subdivision of land within the Town of Lancaster, New York, more specifically enumerated below.

Transmitted, herewith, are thirty two (32) **folded** prints of a preliminary plat of the proposed subdivision and our check in the amount of \$ _____ payable to the Town of Lancaster.

Name of Subdivision

Location (Within or part of tax lot(s) No.)

Total acreage included in subdivision

Total number of lots included in subdivision

Signature(s) and address(es) of owner(s):

(Signature) (Name - Print)

(Address) (Phone No.)

(Signature) (Name - Print)

(Address) (Phone No.)

=====
Person designated to receive **ALL** official correspondence from the Town of Lancaster

(Signature) (Name - Print)

(Address) (Phone No.)

APPENDIX F

APPLICATION FOR
APPROVAL OF SUBDIVISION - SKETCH PLAN
TOWN OF LANCASTER, NEW YORK

Sketch Fee \$ _____
EAF Fee \$ _____

Date: ___ / ___ / ___

To: The Town Planning Board c/o the Code Enforcement Officer

The undersigned owner(s) hereby request(s) approval by the Town Planning Board of the subdivision sketch plan of land within the Town of Lancaster, New York, more specifically enumerated below.

Transmitted, herewith, are thirty one (31) **folded** prints of a sketch plan and SEQR data for the proposed subdivision.

Name of Subdivision

Location (Within or part of tax lot(s) No.)

Total acreage included in subdivision

Total number of lots included in subdivision

Signature(s) and address(es) of owner(s):

(Signature)

(Name - Print)

(Address)

(Phone No.)

(Signature)

(Name - Print)

(Address)

(Phone No.)

=====

Person designated to receive **ALL** official correspondence from the Town of Lancaster

(Signature)

(Name - Print)

(Address)

(Phone No.)

=====

Have you obtained Emergency 911 subdivision and street name clearance from the Town of Lancaster Police Chief?
Circle: Yes No