



Town of Pendleton
Major Subdivision Checklist

SUBDIVISION NAME: _____

LOCATION: _____

SKETCH PLAN

- _____ Sketch plan application form filed along with application fee
- _____ Fourteen copies of sketch plan filed showing:
- _____ Proposed lots, streets, drainage systems, sewers and water supply
- _____ Existing streets, utilities, and zoning
- _____ Physical features: buildings, woods, contours, floodplains, wetlands, streams, drainage ditches, etc.
- _____ Agricultural District/agricultural property tax exemption determination
- _____ Sketch plan "received" by Planning Board and designated as "major subdivision"
- _____ Developer now has six months from date of designation as "major subdivision" to file preliminary plat application.

PRELIMINARY PLAT

- _____ Preliminary plat application form filed with application fee
- _____ Fourteen copies of Preliminary Plat Cover Map
- _____ Five copies of preliminary plat engineering details
- _____ Five copies of developer's engineer report
- _____ Fourteen copies SEQR: long form EAF

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- _____ Coordinate review (inform agencies)
- _____ Establish lead agency
- _____ SEQR review (determination of findings)
- _____ Topographic survey
- _____ Natural features determination and review
- _____ Utility design: drainage, sewer, water, roadway, etc.
- _____ Parklands: planning board findings
- _____ Maximum 10% of subdivision area or fee in lieu of parklands
- _____ Fire Department consultation: hydrants, roads, etc.
- _____ Highway Superintendent consultation: roads, drainage, sewer
- _____ Any proposed covenants or deed restrictions
- _____ Niagara County Sewer District #1 easements
- _____ Planning Board required additional studies:
 - _____ Drainage study
 - _____ Traffic study
 - _____ Archaeological
 - _____ Floodplain
 - _____ Historic preservation
 - _____ Soil study (borings)
 - _____ Wetland delineations federal/state (dated within three years)
- _____ Approvals/permits required from other effected agencies:
 - _____ State highway
 - _____ County highway
 - _____ NYS canal
 - _____ NYSDEC
 - _____ Town water
 - _____ Health Department
 - _____ County sewer
 - _____ County water
 - _____ Town highway
 - _____ Army Corps of Engineers
 - _____ Town sewer

SUBDIVISION OF LAND

NOTE: All above items must be accomplished for the preliminary plat to be complete. Preliminary plat must be complete for neg. dec. SEQR determination and preliminary plat public hearing.

- _____ Negative SEQR Declaration
- _____ Preliminary plat public hearing must be held within 62 days of completion designation and negative SEQR declaration.
- _____ Positive SEQR declaration (See NYS Town Law attachment for dates.¹)
- _____ Preliminary plat public hearing fee paid
- _____ Preliminary plat public hearing
- _____ Planning Board action on preliminary plat within 62 days from date of preliminary plat public hearing.
- _____ Town Engineer recommendation
- _____ Preliminary plat approval (No conditional approvals will be given on preliminary plat.)
- _____ Final plat application must be file within six months of preliminary plat approval.

FINAL PLAT

- _____ Final plat application with fee filed
- _____ Fourteen copies of Final Plat Cover Map
- _____ Five copies of final plat engineering details
- _____ Boundary survey
- _____ Topographic Map
- _____ Utility Map
- _____ Grading plan with details
- _____ Erosion control plan with details
- _____ Subdivision phasing plan with details

¹ Editor's Note: Said attachment is on file in the Town offices.

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- _____ Submission of proposed street names
- _____ Planning Approval of Street Names

- _____ Five copies of developer's engineer report (if different from one submitted with Preliminary Plat)

- _____ Drainage District approval and setup

- _____ Sewer District extensions
- _____ Water District extensions

- _____ Health Department permit

- _____ Model home approval with conditions

- _____ Planning Board determination of natural features

NOTE: All above items must be accomplished for the final plat to be complete

- _____ Once the Planning Board designates final plat as complete, final plat public hearing, if required must be held within 62 days. If no public hearing is required, Planning Board must take final plat action within 62 days of completion designation.

- _____ Town Engineer letter and recommendation

- _____ Final plat public hearing fee paid, if required

- _____ Final plat public hearing, if required

- _____ If final plat public hearing is held, Planning Board must take final plat action within 62 days from date of public hearing.

- _____ Final plat approval
- _____ Final Plat Cover Map signed

- _____ PIP application
- _____ Fee in lieu of parklands paid, if required; paid at this time

- _____ Final Plat Cover Map filed with Niagara County Clerk