

Planning Board
Application for Final Plat Review

APPLICATION PROCEDURES

Under § 124-13, the procedure for final plat review is as follows:

1. Submit **10 copies** of the Final Plat Review Application and drawings and reports with the required fee within **twelve (12) months** of preliminary plat approval and **twenty-one (21) days** before a regularly scheduled Planning Board meeting. An electronic copy of the application is also required and may be emailed to the Building Department Clerk at biclerk@townofmoreau.org or submitted on a flash drive. NOTE: The application will not be scheduled on the Planning Board agenda until all paper and electronic copies have been received by the Town Building Department.
2. If required, attend a second public hearing. At least one sign, two feet by three feet in size and carrying a legend prescribed by the Planning Board, announcing the public hearing is required to be displayed prominently by the applicant on the subject property for at least **ten (10) days** prior to the hearing. The sign must be in full public view and legible from the street. If the property is bounded by more than one street, a sign must be placed on each street.

Sign and date one of the Planning Board's findings sheet received in the mail and return to the Planning Board. If conditional approval, the requirements must be certified as complete within **one hundred eighty (180) days** of the date of the resolution granting approval. Final approval of the plat plan shall be limited to the phase of development pending before the Planning Board.

GUIDE FOR COMPLETION OF A SUBDIVISION OF LAND

This guide is intended to provide brief instruction for preparing and filing a proposed **subdivision of land** with the Town of Moreau Planning Board. The authorization, evaluation criteria, and considerations for the review of proposed subdivisions of land by the Town of Moreau Planning Board is dictated under Article I of Chapter 124 of the Town Code.

Under § 124-2, an applicant for the subdivision of land shall make application for and receive final approval of such proposed subdivision in accordance with the Town of Moreau Land Subdivision Regulations. According to the Town of Moreau Land Subdivision Regulations, the procedure for applying for a subdivision of land is as follows:

1. **Sketch Plan Review:** Submit a sketch plan for review to the Town of Moreau Planning Board and discuss the submission at a regularly scheduled Planning Board meeting.
2. **Preliminary Plat Review:** Applicant submits an application for a preliminary plat, Planning Board approves the application at a regularly scheduled meeting, and the applicant attends a public hearing where the Planning board approves, with or without modification, or disapproves the preliminary plat.

3. **Final Plat Review and Approval:** Applicant submits an application for a final plat, Planning Board determines the completeness of the application and if a second public hearing is necessary at a regularly scheduled meeting, the applicant attends a public hearing (if applicable), and the Planning Board conditionally approves, disapproves or grants final approval of the final plat.

No guarantee of approval is implied if the guide is followed, nor is the denial implied by not following the guide. In all cases, the applicant should review the regulations listed in Chapter 149, Zoning of the Town Code which is available at the Town Clerk's office or online through a link at the bottom of the Town webpage at townofmoreau.org.

APPLICATION INSTRUCTIONS

Submit **10 paper copies** (original and 9 copies) of the final plat application with the final plat, any other related documents, and the required fee listed on the current Schedule of Fees, to the Building Department of the Town of Moreau at:

351 Reynolds Road
Moreau, NY 12828

An **electronic** copy of the application is also required and may be emailed to the Building Department Clerk at bcclerk@townofmoreau.org or submitted on a flash drive. All documentation must be submitted **two (2) weeks** prior to the date of a scheduled Planning Board meeting. **NOTE:** The application will not be scheduled on the Planning Board agenda until all paper and electronic copies have been received by the Town Building Department.

A hard copy of the Schedule of Fees is available in the office of the Zoning Enforcement Officer. Please note that under § 149-35D(2), the Planning Board may charge an additional fee to developers of projects requiring legal and technical review, provided that the fee charged reflects the actual cost of the legal and technical assistance to the Planning Board.

TOWN OF MOREAU
NEW YORK

351 REYNOLDS ROAD • MOREAU, NY

APPLICATION FOR FINAL PLAT REVIEW

FOR INTERNAL USE ONLY	
APPLICANT:	APPEAL #:
_____	DATE SUBMITTED: _____
_____	DATE ACCEPTED: _____
	HEARING DATE: _____
	COUNTY REFERRAL DATE: _____
<input type="checkbox"/> SEQR Type 1 <input type="checkbox"/> SEQR Type 2 <input type="checkbox"/> Unlisted	

APPLICANT INFORMATION:

- Applicant(s):** Cerrone Builders, Inc.
Street Address: 1589 Saratoga Road
City, State, Zip: Fort Edward, NY 12828
Telephone #: 518-480-7750 Fax #: _____
E-mail Address: cerronebuilders@gmail.com
- Agent:** Van Dusen & Steves
Street Address: 169 Haviland Road
City, State, Zip: Queensbury NY 12804
Telephone #: 518-792-8474 Fax #: 518-792-8511
E-mail Address: matt@vandusenandsteves.com
- Owner:** Cerrone Builders, Inc.
Street Address: 1589 Saratoga Road
City, State, Zip: Fort Edward, NY 12828
Telephone #: 518-480-7750 Fax #: _____
E-mail Address: cerronebuilders@gmail.com

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4. **Engineer:** Hutchins Engineering
License #: 067879
Street Address: 169 Haviland Road
City, State, Zip: Queensbury NY 12804
Telephone #: 518-745-0307 **Fax #:** 518-745-0308
E-mail Address: thutchins@hutchinsengineering.com

5. **Surveyor:** Van Dusen & Steves
License #: 050135
Street Address: 169 Haviland Road
City, State, Zip: Queensbury NY 12804
Telephone #: 518-792-8474 **Fax #:** 518-792-8511
E-mail Address: matt@vandusenandsteves.com

RELATIONSHIP TO THE PROPERTY:

OWNER: Yes No

LESSEE: Yes No

AGENT: Yes No

If an agent, please attach an Agent Authorization Form.

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GENERAL INFORMATION:

NAME OR TITLE OF SUBDIVISION: South Road

PROPERTY LOCATION: South Road and Route 9

RESULTS OF PRELIMINARY PLAT REVIEW:

DATE OF PRELIMINARY PLAT REVIEW: September 2022

1. Did Preliminary Plat Review determine that the project may have an adverse environmental impact? Yes No
2. Has the Preliminary Plat been altered in any manner either by Planning Board recommendation or for any other reason? Yes No

If **yes**, please attach a complete explanation thereof.

OTHER APPROVALS REQUIRED:

State Environmental Quality Review Act (SEQRA)

Please complete, sign and attach the appropriate Environmental Assessment Form.

Federal

NYS Department of Health

NYS Department of Environmental Conservation

NYS Department of Transportation

Saratoga County Department of Public Works

Moreau Highway Department

Moreau Water Department

Moreau Sewer Department

Type 1 Type 2

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

CHECKLIST OF FINAL PLAT REVIEW APPLICATION COMPLETENESS:

As per § 124-12, the final plat application shall be accompanied by the following documents:

1. Final Plat, prepared by a licensed professional engineer or a licensed professional land surveyor with properly executive New York State Education Department Exemption N, at a scale of 50 feet to the inch, clearly showing:
- Bearing and length of all straight lines and the radii, lengths and central angles of all curves along all property and street lines.
 - Area of each lot in square feet or in acres, if such lot is larger than one acre.
 - Connection by proper measurement between street center lines where such streets are not straight across an intersecting street, both within the subdivision and where opposite existing streets or subdivision.
 - System of monuments to be located at all corners of intersections and angle points.
 - Proposed block and lot numbers as approved by the County Real Property Tax Service.
 - Building setback lines for each lot.
 - Fire and school district boundaries within the subdivision area.
 - Existing zoning with location of any district boundaries within 200 feet of the property to be subdivided.
 - Boundaries of the property, the lines of proposed lots, streets and parks and the lines of all adjoining streets, their names and their exact survey locations.
 - Names of all subdivisions immediately adjacent and opposite or, if not subdivided, the names of the owners of record of adjacent and opposite property.
 - Statement that the plan is in compliance with the Zoning Ordinance of the Town of Moreau (see Chapter 149 Zoning of the Town Code).
 - Statement reading as follows:
Approved under authority of a resolution adopted _____ by the Planning Board of the Town of Moreau, New York.

_____ Chairman _____ Planning Board Member
 - Title, showing name of subdivision, owner, scale, date, and north arrow.
 - Certificate of the licensed engineer and/or land surveyor making such plan to the effect that the plan is correct and made from an actual survey. The license number and seal of the engineer and land surveyor shall be affixed to the drawing.
 - Stormwater pollution plan (SWPPP) consistent with the requirements, criteria and standards of Chapter 120 Stormwater Management and Erosion and Sediment Control of the Town Code.
2. Drainage Report, demonstrating proper sizing of drainage swales, culverts, pipes, inlets, and stormwater detention basins.
3. Planting Plan, illustrating species and location of proposed tree planting.
4. Tree-Clearing Plan, illustrating areas and methods of protection of existing trees to remain.

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- 5. Erosion control plan illustrating methods and location of erosion control devices and schedule of maintenance of such devices and other actions to reduce erosion.
- 6. Construction plans showing grading and other site improvements and details of those site improvements.
- 7. Homeowners' Association or Condominium Agreements: If the subdivision is to be managed by a homeowners' association or condominium, copies of their regulations and agreements indicating any restrictions required by the Planning Board. If the subdivision is to be sold fee simple, copies of deeds indicating any restrictions required by the Planning Board.
- 8. Streets, Recreation Land or Open Space
 - Endorsement of the necessary agreements in connection with required easements or releases.
 - Offers of dedication to the Town or a notation to the effect that such dedication will not be offered.
- 9. Endorsement of State and County Agencies: Evidence that any proposed water supply and sewage disposal facilities associated with the subdivision plat requiring approval by the Department of Environmental Conservation and/or New York State Department of Health have received at least preliminary approval(s) and that any special district extensions required have been authorized by the Moreau Town Board.

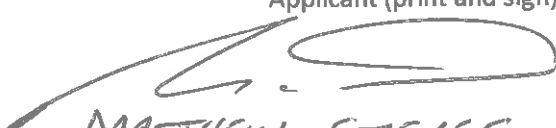
Please return the original application, with all pages intact, along with ten (10) paper copies and an electronic copy, including required information and documentation. The electronic copy may be submitted on a flash drive or emailed to biclerk@townofmoreau.org.

NOTE: The application will not be scheduled on the Planning Board agenda until all paper and electronic copies have been received by the Town Building Department.

Also note that the information to be provided is not limited to the space on this form. If additional space is needed, please use separate sheets and indicate the enclosure number or page number for the attached sheets in the related space provided on this application.

The undersigned hereby requests the approval by the Planning Board of the Town of Moreau of the above Identified Final Subdivision Plat.

Signature STEVEN CERRONE  9-8-22
Applicant (print and sign) Date


MATTHEW STEVES 9-7-22
Agent (print and sign) Date