

Planning Board
Application for Preliminary Plat Review

APPLICATION PROCEDURES

Under § 124-10, the procedure for preliminary plat review is as follows:

1. Submit **10 copies** of the Preliminary Plat Review Application and drawings and reports with the required fee within **twelve (12) months** of completing Sketch Plan Review. 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. Town mails a notice stating the subdivider's intent and the date and time of the public hearing to all owners of contiguous land, land that fronts on contiguous streets or highways, and land within **five hundred (500) feet** of the proposed subdivision.
3. Attend a public hearing set by the Planning Board. 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 public 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.
4. Sign and date a copy of the Planning Board's findings sheet received in the mail and return to 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 preliminary plat application with the preliminary 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 biclerk@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 PRELIMINARY PLAT REVIEW

FOR INTERNAL USE ONLY	
APPLICANT: _____ _____	APPEAL #: _____ ZONING DISTRICT: _____ DATE SUBMITTED: _____ DATE ACCEPTED: _____ HEARING 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 SKETCH PLAN REVIEW:

DATE OF SKETCH PLAN REVIEW: 11-2017

1. Did Sketch Plan Review determine that the project may have an adverse environmental impact? Yes No
2. Has the Sketch Plan 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 PRELIMINARY PLAT REVIEW APPLICATION COMPLETENESS:

As per § 124-9, the preliminary plat application shall be accompanied by the following documents:

1. Preliminary 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:
- Location of all existing and proposed property lines, buildings, watercourses and other important topographic features.
 - Existing and proposed contours showing elevations at two-foot contour intervals and extending at least 100 feet in each direction beyond the property lines of the parcel being subdivided. Existing contours shall be as determined by an actual field survey.
 - Location, names and width of all existing and proposed streets, easements, lots, building lines, wells, septic tanks and leach fields, and similar facts regarding property immediately adjacent or opposite the proposed subdivision.
 - Location map showing the zoning district or districts in which the land to be subdivided is located, the property included in the proposed subdivision, all contiguous properties, and all properties which front any contiguous street or highway and are within 500 feet of the proposed subdivision. All properties shall be identified by lot number, parcel number and the names of the owners.
 - Location and size of any existing sewers, water mains, culverts and drainpipes, electric and telephone lines, cable television, proposed sewers, water mains, culverts, and drainpipes on the property or immediately adjacent to the property to be subdivided.
 - Proposed arrangement and area, width and length of street frontage and setback requirements of each lot to demonstrate that the layout of streets and lots is in accordance with the requirements of the zoning district or districts in which the subdivision is located as required by Chapter 149 Zoning of the Town Code.
 - All parcels of land proposed to be dedicated to the public use.
 - Date, north arrow and scale.
 - Title under which the proposed subdivision is to be recorded, with the names of the owner and the engineer or land surveyor who prepared the preliminary plat and the license number of the engineer or land surveyor shown on 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. Layout Plans, 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:
- Exact layout and dimension of proposed streets, including stationing and tie-ins to the center lines of existing streets with monuments and other points as required, including a tie-into the Saratoga County Geodetic Monumentation Network.
 - Location and widths of all streets, pavements, curbs, sidewalks, easements, parks and other open spaces.
 - Proposed names of all streets and radii of all curves in the street line.
 - Location of all proposed utilities, including the proposed water supply, sanitary sewers, stormwater drainage system, and any other proposed underground utilities.

- Proposed lot lines.
 - Date, north arrow and scale.
 - Title under which the proposed subdivision is to be recorded with the names of the owner and engineer or land surveyor who prepared the layout plans and the license number of the engineer or land surveyor shown on the drawing.
3. Construction Details, prepared by a licensed professional engineer or a licensed professional land surveyor with properly executive New York State Education Department Exemption N, clearly showing:
- Proposed sanitary sewer system, including pipe sizes, bedding and profiles.
 - Proposed storm drainage system, including pipe sizes, bedding, catch basin and manhole details, profiles, and method of disposal of collected stormwater.
 - Proposed water supply system.
 - Other proposed underground utilities.
 - Typical cross section of the roadway, including the right-of-way width, pavement width and epth of pavement materials and subbase, location of utilites, character and dimensions of curbs and sidewalks, and side slope grading.
 - Profiles, showing original ground surface at center line and both right-of-way lines of all streets and finished street surface at center lines of all streets, percentage of grades of streets, stationing and elevations of all points of curvature, points of intersection, points of tangency and of proposed sewers, drains, culverts, manholes and other features. Invert elevations and slopes of sewers and drains and both surface and invert elevations of manholes shall be indicated. Profiles shall be drawn to the scale of five feet to the inch vertical and 50 feet to the inch horizontal. The stationing shall show accurate center-line distances. The elevations of the original ground surface shall be to the nearest tenth of a foot and, of fixed points, to the nearest hundredth of a foot.
 - Location and elevation of all proposed monument locations.
 - Date and scale.
 - Title under which th eproposed subdivision is to be recorded, with the names of the owner and engineer who prepared the construction details and the license number and seal of the engineer affixed to the drawing.
4. Clearing Plan, at a scale of 50 feet to the inch, clearly showing:
- Existing vegetation prior to any clearing of the site for site investigation purposes.
 - Areas of vegetation removed form the site for investigation purposes.
 - Location of roadways, underground or overhead utilites not in roadways, limits of grading, proposed location of any buildings, septic systems, wells and driveways, and any othe rimprovements which might require clearing.
 - Areas where slopes are greater than 15%.
 - Limits of proposed clearing of trees.
 - Measures to be taken to protect remaining trees, including details.
5. Grading and Erosion Control Plans, at a scale of 50 feet to the inch, clearly showing:
- Generalized grading and drainage plan.
 - Any phasing of tree removal and/or construction.

- Proposed erosion control measures, including scheduling and phasing during the site preparation, site construction and post construction.
- Details of all erosion control measures.
- 6. Drainage Report, prepared by a licensed professional engineer or a licensed landscape architect, in accordance with the design standards established under Section VIII Design Standards of the Town Code.
- 7. Environmental Report, in accordance with the State Environmental Quality Review Act (SEQRA), describing the potential environmental impact of the proposed subdivision as required by the Planning Board (see [Article 8](#) of the New York State Environmental Conservation Law).
- 8. Statement of Intent, including:
 - Proof of ownership of the land to be subdivided in a form approved by the Town Attorney.
 - Nature and extent of proposed street improvements.
 - Nature and extent of any recreational features, parks, playgrounds, water supply, sewerage and drainage rights-of-way and easements, retention basins, and other land to be dedicated to public use and the conditions under which dedication of these features is to be made to the Town.
 - Statement that the applicant will install all improvements in accordance with the standards prescribed by the departments of the Town having jurisdiction and set all monuments as shown on the final plat thereof in such a manner as the Planning Board may designate.

Other documentation to submit with the Preliminary Plat Review Application includes:

- 1. Completed and signed "Authorization to Act as Agent For" form (if applicable).
- 2. Completed and signed "Consent to Recording" form.

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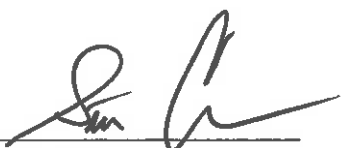
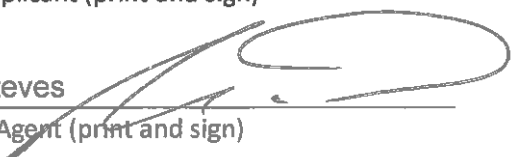
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Please return the original application, with all pages intact, along with ten (10) paper copies and an electronic copy, including required information and documentation. The electronic copy may be submitted on a flash drive or emailed to biclerk@townofmoreau.org.

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 Preliminary Subdivision Plat.

Signature	<u>STEVEN CERRONE</u> 	<u>08/30/22</u>
	Applicant (print and sign)	Date
	<u>Matthew C. Steves</u> 	<u>08/30/22</u>
	Agent (print and sign)	Date