

**Initial Subdivision Applications Shall Include the Following:**

1. Subdivision Application Form: completely filled out. **(3 copies)**
2. Plat: Depending on the type of subdivision, the Plat must adhere to the requirements set forth within the Town of Bethlehem Subdivision Regulations, Article V, adopted by the Town Board. **(3 copies)**
3. Fee: as indicated in the Fee Schedule adopted by the Town Board. Checks should be made payable to the Town of Bethlehem.
3. Minor Subdivision - Short Environmental Assessment Form **(3 copies)**  
Major Subdivision - Long Environmental Assessment Form. **(3 copies)**
4. Letter to the Chairman of the Planning Board: Requesting to be placed on the agenda for consideration. **(3 copies)**

After submission of the above items, staff will conduct an initial review of the materials for completeness. Upon submission of all required materials, additional copies will be requested for distribution to the Planning Board.

During the review it may be determined that additional information is required from the applicant. That additional information may include the following: approvals from New York State Department of Transportation and/or Albany County Highway Department, permit or license relating to freshwater wetlands, an Environmental Impact Statement or any other such drawings, maps, documents, reports or data which the Board may require for proper consideration of the project.

When the project is on the Planning Board Agenda, the applicant or their representative is required to be present. The applicant is required to be present at the meeting in which the Complete Application is accepted by the Planning Board and at the Public Hearing.

The application is considered a Complete Application when EITHER the Planning Board has filed a Negative Declaration OR when a notice of completion of a Draft Environmental Impact Statement has been filed in accordance with the provisions of the State Environmental Quality Review Act. The Public Hearing will then be scheduled.

\* When applying for a re-subdivision (subdivision amendment) please follow the checklist for the minor subdivision. You will only need to submit the revised sheets from the final approved plat that will be affected by the re-subdivision.

**TOWN OF BETHLEHEM  
PLANNING BOARD  
Subdivision Application Form**

APPROVAL REQUESTED FOR: (Check all that apply)

Preliminary Plat (Major)	_____	Minor Subdivision (4 lots or less)	_____
Final Plat (Major)	_____	Re-subdivision	_____
		Lot Line Revision	_____

Name of Subdivision : \_\_\_\_\_

Location of Project/ Street Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Tax Map Number of all Parcels: \_\_\_\_\_

\_\_\_\_\_  
*(Attach a copy of the current deed and any easements affecting property)*

Zoning District(s): \_\_\_\_\_

\_\_\_\_\_

Detailed Description of Proposed Activity: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name, Address and Telephone # of Applicant(s): (REQUIRED)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name, Address and Telephone # of Property Owner(s): The owner must complete the attached affidavit) (REQUIRED)

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Name, Address and Telephone # of Responsible Person for Billing Purposes: (REQUIRED)

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Name, Address and Telephone # of Professional Engineer: (IF APPLICABLE)

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Name, Address and Telephone # of Licensed Land Surveyor: (IF APPLICABLE)

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Name, Address and Telephone # of Attorney: (IF APPLICABLE)

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Current land use of the site: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Character of surrounding lands: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total acreage involved in project: \_\_\_\_\_

\_\_\_\_\_

Total contiguous acreage controlled by applicant/owner: \_\_\_\_\_

\_\_\_\_\_

*(This shall include lands owned by family members of the applicant, and any corporation(s), partnership(s), limited liability company(ies) or other entities in which the applicant has an interest.)*

Total acres to be subdivided: \_\_\_\_\_

\_\_\_\_\_

Number of proposed lots: \_\_\_\_\_

\_\_\_\_\_

Proposed use of land: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is acreage to be subdivided under option or contract to sell? \_\_\_\_\_

If so, to whom \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The signature of the Owner or Agent of the Owner below shall mean that the applicant is familiar with and will comply with the requirements of the Town Zoning Law, the Town Subdivision Regulations and any additional amendments thereof and other appropriate Town ordinances and regulations with regards to this project.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Minor Subdivision Plat Data Checklist

THIS COMPLETED CHECKLIST MUST BE SUBMITTED WITH YOUR APPLICATION

- \_\_\_1. An actual field survey of the boundary lines of the lots to be subdivided from the entire tract, giving complete descriptive data by bearings and distances, made and certified to by a licensed land surveyor. The plat shall include:
- \_\_\_2. Title block containing:
  - a. the name of the subdivision;
  - b. the owner's name;
  - c. the tax parcel number of the parcel to be subdivided;
  - d. the street address of the parcel to be subdivided including town and county
  - e. name and address of the map preparer
- \_\_\_3. A north arrow point;
- \_\_\_4. A map scale;
- \_\_\_5. The zoning district(s) in which the parcel is located; and the zoning district boundaries, if applicable.
- \_\_\_6. The date of the survey and the latest revision date (if any).
- \_\_\_7. The location of existing and proposed structures including off-set distances to property lines and highway right-of-way boundaries, and indicating conformance to zoning district requirements.
- \_\_\_8. The location of intersection of driveway(s) with public road.
- \_\_\_9. Identification of the size and configuration of the buildable portion on each lot including limits of clearing and grading.
- \_\_\_10. Location map
- \_\_\_11. Total acreage of the parcel and acreage of each proposed lot
- \_\_\_12. Topography, interval of five (5) feet or less
- \_\_\_13. Existing and proposed utilities, including location of nearest hydrant if served by municipal water
- \_\_\_14. Easements; existing and proposed
- \_\_\_15. Existing and proposed drainage facilities
- \_\_\_16. Names of adjacent property owners
- \_\_\_17. Planning board approval box;
- \_\_\_18. All on-site sanitation and water supply facilities shall be designed to meet the minimum specification of the State Department of Health. The location and results of the percolation test(s) on which the septic system design(s) is (are) based shall be indicated on the plat.

### Additional Information to be Submitted

Letter of approval (if applicable) from the Town Department of Public Works, the Albany County Department of Public Works, or the NYS Department of Transportation relative to access to a public road under its jurisdiction.

## **Major Subdivision Preliminary Plat Data**

### **Checklist**

THIS COMPLETED CHECKLIST MUST BE SUBMITTED WITH YOUR APPLICATION

- \_\_\_1. A title block containing:
  - a. name of subdivision
  - b. Parcel owner's name
  - c. Tax parcel # of parcel to be subdivided
  - d. Street address of parcel to be subdivided including town and county.
  - e. Name and address of map preparer
- \_\_\_2. Date, north arrow and scale.
- \_\_\_3. Names of the owners of adjoining parcels.
- \_\_\_4. Total acreage for the parcel and the tax map number.
- \_\_\_5. Bold outlines depicting boundaries of the parcel to be subdivided, plotted to scale.
- \_\_\_6. Total number of proposed lots and the size of each lot.
- \_\_\_7. The date of original preparation and of each subsequent revision.
- \_\_\_8. Graphic scale of no less than 100 feet equals one inch, but preferably not less than 50 feet to the inch.
- \_\_\_9. Offers of dedication or statements establishing easements should be indicated on the drawing.
- \_\_\_10. Zoning district, including exact boundary lines of district, if more than one district and any standards from the Zoning Ordinance schedules applicable to the area to be subdivided.
- \_\_\_11. Wetlands, marshes, rivers, lakes and watercourses. In the case of a regulated freshwater wetland the field delineated boundary of said wetland shall be shown together with any applicable wetland buffer area.
- \_\_\_12. Cut or match lines for two or more drawing sheets shall be indicated within the site boundaries, with each section numbered according to the corresponding sheet.
- \_\_\_13. Adjacent properties. Adjacent properties within 100 feet of the site which are part of a recorded subdivision plat shall be identified by the names of the owners of record, together with section, block and lot numbers.
- \_\_\_14. Boundaries of special districts. Boundaries of special districts (such as water, sewer, fire, school, lighting, etc.).
- \_\_\_15. Topographic contours. Topographic contours at two-foot intervals referred to the United States Coast and Geodetic Survey data of mean sea level. Topographic and information shall extend at least 100 feet beyond the boundaries of the parcel.
- \_\_\_16. Proposed finished grades shall be indicated.
- \_\_\_17. An actual field survey of the boundary lines of the tract, giving complete descriptive data by bearings and distances, made and certified to by a licensed land surveyor. The corners of the tract shall also be located on the ground and marked by

substantial markers or stakes of such size and type as are approved by the Town Engineer and shall be referenced and shown on the plat.

- \_\_\_18. Street rights-of-way and widening of rights-of-way on the subdivision and within 200 feet of its boundaries, including the street name, location and width, center-line elevations at intersections and other critical points, and other rights-of-way, easements including restrictions on use and highways, streets, sidewalks and municipal boundaries within 100 feet of the boundaries of the parcel.
- \_\_\_19. Drainage structures on the subdivisions and within 100 feet of its boundaries including:
  - a.) Type of structure.
  - b.) Location, invert elevations, gradients, types and sizes of all pipe and of all other structures, where applicable, and direction of flow.
- \_\_\_20. Location and size or capacity of all other utility structures, such as water and gas mains and power lines, on the subdivision and within 100 feet of its boundaries.
- \_\_\_21. Date, location and graphic representation of findings for all test results of percolation and other tests to ascertain subsurface soil, rock and groundwater conditions and depth of groundwater unless pits are dry at depth of five feet.
- \_\_\_22. Locations shall be indicated where critical conditions exist, especially wet conditions.
- \_\_\_23. Municipal or other public lands, lands designated as parks, open spaces or for some other public use.
- \_\_\_24. Buildings and other structures located on and within 100 feet of the site.
- \_\_\_25. Location of rock outcrops, isolated trees over 12 inches diameter at breast height and clusters of large trees, tree lines, wooded areas, existing structures, stone walls, roads or lanes, power lines, easements and other existing improvements within the portion to be subdivided and within 100 feet thereof.
- \_\_\_26. Proposed streets and street names and right-of-way width.
- \_\_\_27. The width and location of any streets or public ways or places shown on the Official Map or the Comprehensive Plan within the area to be subdivided, together with preliminary street profiles of public ways proposed by the developer.
- \_\_\_28. Preliminary center-line elevations at intersections and at principal changes in gradient.
- \_\_\_29. Preliminary center-line gradient shown in percent of slope.
- \_\_\_30. Plans and cross-sections showing the proposed location and type of sidewalks, lighting, street trees, curbs, water mains, sanitary sewers and storm drains, and the size and type thereof; the character, width and depth of pavements and sub-base; the location of manholes, basins and underground conduits.
- \_\_\_31. Lot layout, including lot lines and dimensions scaled to the nearest foot suggested location of buildings.
- \_\_\_32. Building setback line (dashed) and dimensions.
- \_\_\_33. Identification of the size and configuration of the buildable portion on each lot including limits of clearing and grading.
- \_\_\_34. Proposed easements, parks, and restricted areas including purpose and restrictions.
- \_\_\_35. Designation of areas or rights-of-way which are to be offered for public dedication or deeded to homeowners' association or other private corporation. The Board may

require specific recreation improvements and planting of trees, shrubs, grass and other landscaping in all areas to be so dedicated.

- \_\_\_36. Preliminary storm water drainage system plan. Drainage structures shall be shown on the preliminary layout, indicating the direction of flow, the approximate location and size of proposed lines and culverts and their profiles, as well as connections to existing lines or alternative means of disposal. This shall include, as required, the proposed size and location of detention basins and other storm water management facilities as required to comply with the State Pollutant Discharge Elimination System (SPDES) MS4 requirements.
- \_\_\_37. Preliminary water supply and sewage treatment systems. The approximate location, size and profiles of all proposed waterlines, valves, hydrants and sewer lines; connection to existing lines or alternative means of water supply or sewage disposal and treatment as provided in the public health law.
- \_\_\_38. Easements. The boundaries of proposed utility easements located over or under private property, which easements shall not be less than 30 feet in width and which shall provide satisfactory access to an existing public highway or other public highway or public open space for the purpose of maintenance and repair of the utility.
- \_\_\_39. Entire holdings. If the application covers only a part of the applicant's entire holding, a map of the entire tract, drawn at a scale of not less than 400 feet to the inch shall be provided. The map shall show an outline of the platted area with its proposed streets and indication of the probable future street system, including its grades and drainage in the remaining portion of the tract and the probable future drainage layout of the entire tract in relation to the part of the applicant's holdings not included in the application.
- \_\_\_40. Temporary field markers. The Planning Board may require the location of temporary markers adequate to enable members of the Board to locate readily and appraise the basic layout in the field. These may include markers at corners of the site or along road centerlines.

## **THE FOLLOWING STANDARDS MUST BE USED FOR ALL MAJOR SUBDIVISIONS**

### **TOWN OF BETHLEHEM DIGITAL SUBMISSION STANDARDS SPECIFIC SUBMISSION REQUIREMENTS**

#### **1 Georeferencing -General**

The official horizontal datum for the Town of Bethlehem is NY State Plane North American Datum 1983 (CORS96) [NAD83(96)] statute feet. The vertical datum for the Town of Bethlehem is North American Vertical Datum 88 (NAVD88) statute feet. All georeference files should be submitted in these horizontal and vertical datum.

Although not all applications require georeferenced digital plans at all stages, the georeferencing of all plans is encouraged. If files are not georeferenced, all submitted drawings should be in one file, ensuring their correct spatial relationship to one another.

Those plans not georeferenced to Town standard must include the registration marks from the town tax maps OR field survey benchmarks that can be located in the field.

#### **2 Plan of Subdivision -Digital Submission Standards**

##### **Application for Approved Plan of Subdivision**

The applicant is required to submit two compact disk digital files of the plan in .dwg or .dxf cad format, together with the complete Plan of Subdivision application. The naming convention shall be a descriptive name for the file: subdivision phase number YY (example: Milltown\_02and03\_06). Plans will be scaled to print out no larger than ANSI size E (34"x44"). All polygons (ie: water bodies, lots) must mathematically and lineally close *on the same layer*.

In addition, applicant is required to submit one compact disk digital file of the plans in .tif image format, bitonal (black and white, 2 colors per pixel) at 300 dots per inch (dpi) at the original scale of the drawing. The name for each of the .tif files shall be the name found in the title block of each drawing.

All plans will be scaled to print out no larger than ANSI size E (34"x44").

1. Plan must contain:

- Layers/levels in Schedule A
- Any other relevant information including those requirements set out in the Subdivision Application Requirements
- Submitter's title block content on the title block layer

Both digital plans and image files must be modified to reflect any changes arising out of previous comment and review by the Town.

## **Submission of Final Record Data (As Built)**

Same as Application for Approved Plan of Subdivision

1. Plan must contain:

- Layers/levels in Schedule **B**
- Any other relevant information including those requirements set out in the Plan of Subdivision Application
- Submitter's title block content on the title block layer

Both digital plans must be modified to reflect any changes arising out of what has actually been constructed

## **Layers**

### **Schedule A**

bearings - int angles  
benchmarks  
building footprints  
border  
distances  
easements  
edge of pavement  
house numbers  
lot numbers  
parcels  
plantings  
point nodes  
point numbers  
right of way  
sidewalks  
streams  
tics (from tax maps) or registration marks  
title block  
topography  
wetlands

### **infrastructure**

data-layer- proposed structure rim, inverts  
hydrants  
sanitary manhole  
san sewer  
storm manhole  
storm sewer  
water pipe  
water valves

## **Schedule B**

bearings - int angles  
benchmarks  
building footprints  
border  
distances  
easements  
edge of pavement  
house no  
lot no  
parcels  
point nodes  
point numbers  
right of way.  
sidewalks  
streams  
tics (from tax maps) or registration marks  
title block  
monumentation

### **infrastructure**

data-layer- existing structure rim, inverts  
hydrants  
sanitary manhole  
san sewer and sewer lateral ties  
storm manhole  
storm sewer  
water pipe and water service ties  
water valves