



# CITY OF WATERTOWN, NEW YORK

## SUBDIVISION REQUEST PROCESS

(Subdivision Application)

In the interest of expediting proposed subdivision applications, the following procedures are to be followed:

All applications are to be submitted to the City Engineer's Office, 245 Washington Street, Room 305, Watertown, New York 13601, but shall be addressed to the Planning Board of the City of Watertown, New York. The applications will be reviewed and, if all the information requested herein has been provided, then copies will be distributed as necessary.

The number of sets of the application to be submitted is 10 (ten). If a case arises whereby a proposed property subdivision involves a lot that is near the City boundary, an additional set will be required so that we may alert the town involved.

A "set" is to be comprised of the following:

1. A detailed cover letter describing what the petitioner seeks to establish, (i.e. the proposed subdivision itself, the proposed future use of the property, and any other information that will aid the Planning Board in comprehending the petition. This narrative can also be accompanied by any additional data the petitioner wishes to include. The applicant for subdivision requests must be aware of the present zoning of the property to ensure that the resulting subdivided property adheres to all setback and other zoning regulations. The applicant's name and phone number must be included on the documents.
2. A survey map illustrating existing property lines as well as the newly proposed line(s) and setbacks.
3. A copy of the metes and bounds description (property deed) of the newly formed property or properties which will result if the application is approved.
4. A copy of the appropriate tax map of the proposed area that is requested to be changed, on which the applicant is to highlight the boundaries of the subject property as it presently appears in colored pencil or marker.
5. A completed State Environmental Quality Review (SEQR) form – example attached. This two-sided short form is the one usually needed and only "Side 1" is to be completed by the applicant. If it is decided that the longer form is needed to further assist the Board, one will be supplied by this office.
6. A non-refundable \$150.00 check, made payable to the City of Watertown, New York.

\*\* An **Electronic Copy** (pdf preferred) of the entire submission is required to be included in your Subdivision Request.

Petitions for Subdivision requests will be heard by the Planning Board. The Planning Board normally meets the first Tuesday of the month at 3:00 P.M. All referrals must be submitted two full weeks before the scheduled meeting and only those referrals included on the prepared meeting agenda will be considered.

If an applicant proposes a subdivision where the access from any lot to a public street is via a private drive, the City Council will name the private drive by resolution and the lot will be given an address number on that private drive by City Staff. The applicant may propose a name for the private drive for the City Council's consideration.

If approved, the applicant must submit two (2) reproducible mylar copies of the plat for signature by the Clerk of the Planning Board. One of the mylar copies is to be filed in the County Clerk's Office within 62 days of signing.

Also, the words "Subdivision Final Plat" should be added as the title of the drawing. After the plat is filed in the County Clerk's Office, the City Assessment Department will assign a new parcel number to the resulting parcel.

The following certification language should be also added to the mylar and paper copies:

It is hereby certified that subdivision final plat approval was granted on \_\_\_\_\_, pursuant to Sections 32, 33, and 34 of the General City Law.

\_\_\_\_\_  
Kenneth A. Mix,  
Planning & Community Development Coordinator,  
Clerk of the City of Watertown Planning Board

# *Short Environmental Assessment Form*

## *Part 1 - Project Information*

### Instructions for Completing

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 - Project and Sponsor Information</b>				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone:		
		E-Mail:		
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<b>NO</b>	<b>YES</b>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			<b>NO</b>	<b>YES</b>
3.a. Total acreage of the site of the proposed action? _____ acres				
b. Total acreage to be physically disturbed? _____ acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____				
<input type="checkbox"/> Parkland				



<p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p>	<p><b>YES</b></p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p>	<p><b>YES</b></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p>	<p><b>YES</b></p>
<p><b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p> <p>Applicant/sponsor name: _____ Date: _____</p> <p>Signature: _____</p>		

Project:

Date:

***Short Environmental Assessment Form  
Part 2 - Impact Assessment***

**Part 2 is to be completed by the Lead Agency.**

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing:		
a. public / private water supplies?		
b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Project:

Date:

### ***Short Environmental Assessment Form Part 3 Determination of Significance***

For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

\_\_\_\_\_  
Name of Lead Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name of Responsible Officer in Lead Agency

\_\_\_\_\_  
Title of Responsible Officer

\_\_\_\_\_  
Signature of Responsible Officer in Lead Agency

\_\_\_\_\_  
Signature of Preparer (if different from Responsible Officer)