



# MEMORANDUM

**CITY OF WATERTOWN PLANNING OFFICE**  
245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601  
PHONE: 315-785-7730 – FAX: 315-782-9014

**TO:** Norman J. Wayte II, Chairman, Planning Board  
**FROM:** Kenneth A. Mix, Planning and Community Development Coordinator  
**SUBJECT:** Request for Subdivision Approval – 126 Casey Street  
**DATE:** August 31, 2011

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**Request:** For Subdivision Approval of Parcel Number 9-15-104.001, located at 126 Casey St.  
**Applicant:** Michael Battista on behalf of Tracy Nguyen  
**Proposed Use:** Single family residential  
**Property Owner:** Tracy Nguyen

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**Comments:** This proposal is being submitted for Planning Board review under Chapter A322 (Subdivision Regulations) of the City Code. The Planning Board has the option of not requiring a preliminary plat submission. Since this is a minor subdivision, Staff is processing this application as a final plat. A public hearing is required and notice has been published for it to be held at 4:05 p.m. during the Planning Board meeting. After the public hearing and completion of Part II of the Environmental Assessment Form, the Planning Board will be free to make a decision on the proposal.

The applicant is proposing to subdivide Parcel Number 9-15-104.001, located at 126 Casey Street, into two lots. The property is located approximately 300 feet south of Arsenal Street in a Residence B district. The two resulting lots will each be roughly 60' by 170', or 0.23 acres. The land is currently vacant. The two new lots are of sufficient size to facilitate compliance with coverage and setback regulations for single family residential development.

The bearings for the Casey Street margin differ between the proposed descriptions (S 16°16'15" W) and the plat (S 15°16'15" W). The applicant must verify which is correct.

After approval, the applicant must submit two (2) reproducible mylars of the plat for signature of 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.

## Summary:

1. The applicant must verify the true bearing of the Casey Street margin, and correct either the plat or the proposed description accordingly.

**cc:** Planning Board Members  
Robert J. Slye, City Attorney  
Justin Wood, Civil Engineer II  
Michael Battista, 243 West Main, Brownville 13615