

# TOWN OF VARICK

4782 Route 96  
Romulus, NY 14541

315-585-6168

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Any subdivision not classified as a minor subdivision, including, but not limited to, subdivisions of five or more lots, or any size subdivision requiring any new street or extension of municipal facilities.

## **NOTICE TO ALL APPLICANTS:**

Pursuant to the Town of Varick Subdivision Regulations, the Town of Varick Planning Board reviews submitted applications for subdivision of land. The Planning Board aims to process all applications in a timely and efficient manner, and in accordance with Town laws and regulations and New York State Law.

It is the responsibility of the applicant that all forms are filled out completely and accurately prior to the application being processed. All completed applications are subject to the rules and standards set forth by the Town of Varick and State statutes. The Code Enforcement Officer does not guarantee any board approvals for completed applications.

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## MAJOR SUBDIVISION APPLICATION

**WHEN TO USE THIS FORM:** This form is to be used by an applicant seeking approval of a Major Subdivision as defined in Town of Varick Subdivision Regulations, Article II. The applicant is responsible for complying with established rules and procedures that are available for inspection from the Town Clerk. Submit the completed application package with payment to the Town Clerk.

Please make checks payable to the **Town of Varick**.

**APPLICATION FEES:** PRELIMINARY PLAT  \$250.00 + \$50.00 per lot FINAL PLAT  \$1,000.00 + \$100.00 per lot

CHECK#: \_\_\_\_\_ Rec'd Date: \_\_\_\_\_  CASH Rec'd Date: \_\_\_\_\_

### APPLICANT INFORMATION:

Applicant: \_\_\_\_\_ Corporation Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### PROJECT INFORMATION:

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

Project Address: \_\_\_\_\_

Tax Map ID: \_\_\_\_\_ Zoning District: \_\_\_\_\_

**APPLICATION STAGE:**  Sketch (required)  Preliminary (required)  Final (required)

Is the subject property within 500-feet of a State or County Road or Town Boundary?  Yes  No  
(If yes, the Town may be required to refer your application to the Seneca County Planning Board.)

**BRIEF SUMMARY OF PROPOSED SUBDIVISION:** (use additional pages if needed)

REQUIRED DOCUMENTS	
<input type="checkbox"/> Application Fee	<input type="checkbox"/> Sketch Plan (Sketch Application Only)
<input type="checkbox"/> Subdivision Plat prepared by NYS licensed land surveyor (Preliminary/Final)	<input type="checkbox"/> Letter of Consent from Owner
<input type="checkbox"/> Consultant Fees Agreement	<input type="checkbox"/> Disclosure Affidavit Form
<input type="checkbox"/> Authorized Representative Form	<input type="checkbox"/> Completed Application Checklist
<input type="checkbox"/> Agricultural Data Statement (If within 500-feet of a farm operation in an agricultural district]	<input type="checkbox"/> <b>SEQR</b> - Environmental Assessment form (EAF) Part 1

I have examined this application and declare that it is true, correct, and complete. I understand that my application and all supporting documentation will be examined by the Planning Board as an integral component of deliberations.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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## AGREEMENT TO PAY FEES FOR CONSULTANT SERVICES INCURRED BY THE TOWN OF VARICK

When reviewing an application for, or when conducting inspections in relation to an application, the Town of Varick, New York may determine that the assistance of outside consultants is warranted due to the size, scale or complexity of a proposed project, because of a project's potential impacts, or because the Town lacks the necessary expertise to perform the work related to processing the application. Whenever possible, the Town of Varick, New York shall work cooperatively with the applicant to identify what scope of work shall require the employment of consultants. In the event that such sum is insufficient to fund the necessary consulting services, the Town of Varick, New York may require additional deposits.

Let it be understood and the property owner agrees that:

1. In hiring outside consultants, the Town of Varick, New York may engage registered design professionals, financial analysts, planners, lawyers or other appropriate professionals who can assist the Town in analyzing a project to ensure compliance with all relevant laws, bylaws, and regulations. Such assistance may include, but not be limited to, analyzing an application, monitoring or inspecting a project or site for compliance with the Town's decision or regulations, or inspecting a project during construction or implementation.
2. Funds received by the Town of Varick, New York pursuant to this section shall be deposited with the Town Clerk who shall establish a line item for this purpose. Expenditures from this line item may be made at the direction of the Town Clerk without further appropriation. Expenditures from this line item shall be made only for services rendered in connection with a specific project or projects for which a project review fee has been or will be collected from the property owner. Lack of payment or lack of funds will stop the review process, and does not authorize denying approval. Lastly, any outstanding fees incurred by the Town of Varick, New York shall be charged against the property, and shall constitute a lien thereon in favor of the municipality, and the amount of such costs shall be entered on the tax rolls as being due and payable. Such fees may also be recovered in any other lawful manner.
3. At the completion of the Town's review of a project, any excess amount in the line item attributable to a specific project shall be repaid to the property owner. A final report of said line item shall be made available to the property owner if requested.
4. Any property owner may make an administrative appeal of the selection of the outside consultant to the Town Board. Such appeal must be made in writing and may be taken only within twenty (20) days after the Town has mailed or hand-delivered notice to the property owner of the selection. The grounds for such an appeal shall be limited to claims that the consultant selected has a conflict of interest or does not possess the minimum required qualification. The required time limit for action upon an application by the Town Board shall be extended by the duration of the administrative appeal. In the event that no decision is made by the Town Board within one month following the filing of the appeal, the selection made by the Town of Varick, New York shall stand.

I have examined this application and declare that is true, correct and complete upon submission.  
I understand that my application and all supporting documentation will be examined by the reviewing board as an integral component of deliberations.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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**DISCLOSURE AFFIDAVIT (NYS GML § 809)**

The Applicant has read and is familiar with the provisions of the NYS General Municipal Law, Section 809, which states:

- A. Every application, petition or request submitted for a variance, amendment, change of zoning approval of plat, exemption of plat or official map, license or permit, pursuant to the provisions of any ordinance, local law, rule or regulation constituting the zoning and planning regulations of a municipality shall state the name, residence and the nature and extent of the interest of any state officer or any officer or employee of such municipality or of a municipality or a part, in the person, partnership or association making such application, petition or request (hereinafter called the applicant) to the extent known to such applicant.
- B. For the purpose of this section of State law, an officer or employee shall be deemed to have an interest in the applicant when he, his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them:
  - 1. Is the applicant;
  - 2. Is an officer, director, partner or employee of the applicant;
  - 3. Legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant; or
  - 4. Is a party to an agreement with such an applicant, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition or request.
- C. Ownership of less than five per cent of the Stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purposes of this section.
- D. A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor.

**If a Town of Varick officer, employee or relative of either as defined in the General Municipal Law, Section 809, has any interest in this application, the full particulars are provided on an attached sheet.**

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*OWNER'S AGREEMENT TO CONTENTS OF APPLICATION*

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**It is hereby understood that the contents of this entire application is hereby subscribed by the property owner, all matters understood and agreed to, and is hereby affirmed by the owner as true under the penalties for perjury.**

\_\_\_\_\_  
**Print Name of Property Owner**

\_\_\_\_\_  
**Signature of Property Owner**

\_\_\_\_\_  
**Date**

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**AUTHORIZED REPRESENTATIVE FORM**

**WHEN TO USE THIS FORM:** This Authorized Representative form is enclosed if the owner would like someone to represent him/her/them at the public meeting and hearing. Please complete this form and submit it to the Town Clerk. The owner is responsible to notify his/her/their representative of the time and place of the public meeting and hearing.

OWNER INFORMATION

**Property Owner's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

REPRESENTATIVE INFORMATION

**Representative's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

The Owner hereby permits the Authorized Representative to act on his/her/their behalf regarding an application submitted to the Town of Varick, New York, Such Owner authorizes this Town to release any or all information relating to this application to this Authorized Representative.

\_\_\_\_\_  
**Property Owner Signature**

\_\_\_\_\_  
**Date**

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**STATE OF NEW YORK**

**SS:**

**COUNTY OF:**

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally came \_\_\_\_\_, to me known and known to me to be the person described in and who executed the foregoing instrument, and he/she acknowledged the me that he/she executed the same.

\_\_\_\_\_  
Notary Public

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## PLANNING BOARD - MAJOR SUBDIVISION SKETCH PLAN REVIEW CHECKLIST

### **NOTICE TO ALL APPLICANTS:**

Pursuant to the Town of Varick Subdivision Regulations, a major subdivision is a three-step process, as follows:

1. Sketch Plan Review
2. Preliminary Subdivision Plat Review
3. Final Subdivision Plat Review

<b>Sketch Plan Checklist</b>			
<b>Major Subdivision / SKETCH PLAN Article V, §1 *</b>			
<b>Item</b>	<b>Applicant Confirmation</b>	<b>Initial Town Review</b>	<b>Follow-up Town Review</b>
A sketch plan of the proposed subdivision at a scale of not less than 1" = 200', and which includes:			
<ul style="list-style-type: none"><li>• Title Block including name and address of the applicant, and date</li></ul>			
<ul style="list-style-type: none"><li>• Existing and proposed lot lines, and distance of project to nearest road intersection</li></ul>			
<ul style="list-style-type: none"><li>• Name of owner(s) and Tax Account numbers of subject property(ies) and all adjoining properties.</li></ul>			
<ul style="list-style-type: none"><li>• All existing restrictions on land use including easements, covenants, zoning classification and boundaries</li></ul>			
<ul style="list-style-type: none"><li>• All existing and conceptually proposed utilities and streets</li></ul>			
<ul style="list-style-type: none"><li>• All existing structures, wooded areas, streams, wetlands and other significant physical and environmental features within the subdivision and within 200' thereof</li></ul>			
<ul style="list-style-type: none"><li>• Where topography is significant, existing contours at 10' intervals</li></ul>			
<ul style="list-style-type: none"><li>• Proposed recreation areas, drainage, sewers, and water supply (if applicable)</li></ul>			

*\*Please note that this checklist is intended to serve as an overview of the application requirements. Additional details and specific requirements can be found in the Town of Varick Subdivision Regulations, Article V, Section 1 and Section 4)*

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## PLANNING BOARD - MAJOR SUBDIVISION PRELIMINARY PLAT REVIEW CHECKLIST

### NOTICE TO ALL APPLICANTS:

Pursuant to the Town of Varick Subdivision Regulations, a major subdivision is a three-step process, as follows:

1. Sketch Plan Review
2. Preliminary Subdivision Plat Review
3. Final Subdivision Plat Review

<b>Preliminary Plat Checklist</b>			
<b>Major Subdivision / PRELIMINARY PLAT Article V, §3 *</b>			
<b>Item</b>	<b>Applicant Confirmation</b>	<b>Initial Town Review</b>	<b>Follow-up Town Review</b>
1. A preliminary plat prepared by a NYS licensed surveyor/engineer which includes:			
• All items required as part of Sketch Plan			
• Map showing the full extents of all existing parcels being subdivided (scale of not less than 1" = 400')			
• Existing conditions plan depicting structures and prominent features on site and within 200-feet of the subdivision.			
• Existing wetlands, waterbodies, streams, rock outcrops, wooded areas, single trees of 8" diameter or greater, roads, driveways, and other significant existing features.			
• The date, north arrow, scale, location map and the name and address of the record owner and subdivider /applicant.			
• Title Block including name and address of the subdivision and licensed professional responsible for preparation of the plans, the professional's signature and seal, and title "Preliminary Plat"			
• Key map, legend, and general notes			
• Survey of existing boundary lines, including bearings and distances, prepared by a NYS licensed land surveyor, referenced to established monuments, datums, and NY State Plane Coordinate System			
• Existing and proposed lot lines, including bearings and distances, proposed lot numbers and acreages of lots			
• Existing and proposed monuments, pins, and other markers			
• As applicable, boundaries and dimensions of all property to be dedicated for public use or reserved by deed covenant for the common use of the property owners of the subdivision			

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<b>Preliminary Plat Checklist</b>			
<b>Major Subdivision / PRELIMINARY PLAT Article V, §3 *</b>			
<b>Item</b>	<b>Applicant Confirmation</b>	<b>Initial Town Review</b>	<b>Follow-up Town Review</b>
• Existing and proposed easements or other restrictions			
• The zoning district(s), including any zoning district boundary lines, setback lines, and description of zoning setback, area, and dimensional requirements.			
• The names of all property owners of record within 200-feet of the proposed subdivision, as well as the names of any other subdivisions.			
• Existing utilities describing pipe sizes, grades and direction of flow (sewer, water main, culverts, open channels, etc.)			
• Proposed water lines, valves, hydrants, sanitary sewer, storm sewer, private water and sanitary, and other significant utilities.			
• Deep hole test data and percolation test data, as well as proposed design of on-site wastewater disposal (for on-site septic only)			
• Proposed roads, driveways, sidewalks, and trails			
• Drainage plan			
• Grading plan depicting existing and proposed contours at no less than 5-foot intervals.			
• Erosion and sediment control plan			
• Lighting plan and specification sheets, if proposed			
• Details of all proposed improvements			
2. Engineer's report provided detailed calculations of water, sanitary, drainage, and other pertinent information.			
3. Stormwater Pollution Prevention Plan (if so required)			
4. Copy of covenants or deed restrictions			
5. SEQR - Environmental Assessment Form Part 1			
6. Agricultural Data Statement			

*\*Please note that this checklist is intended to serve as an overview of the application requirements. Additional details and specific requirements can be found in the Town of Varick Subdivision Regulations, Article V, Section 3.*



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## PLANNING BOARD - MAJOR SUBDIVISION CHECKLIST

# FINAL PLAT REVIEW

**NOTICE TO ALL APPLICANTS:**

Pursuant to the Town of Varick Subdivision Regulations, a major subdivision is a three-step process, as follows:

1. Sketch Plan Review
2. Preliminary Subdivision Plat Review
3. Final Subdivision Plat Review

Final Plat Checklist			
Major Subdivision / FINAL PLAT Article V, §4 *			
Item	Applicant Confirmation	Initial Town Review	Follow-up Town Review
1. A final plat prepared and certified by a NYS licensed surveyor / engineer on uniform-size sheets to include the following additional detail:			
<ul style="list-style-type: none"> <li>• All items required as part of the Preliminary Plat Application</li> </ul>			
<ul style="list-style-type: none"> <li>• Final Plats for Major subdivisions shall be accompanied by separate final construction detail sheets including a grading plan, erosion &amp; sediment control plan, utility plan, landscaping plan and site plan</li> </ul>			
<ul style="list-style-type: none"> <li>• Detail for all on-site sanitation and water supply facilities, as applicable, with a note stating that design will meet the minimum specifications of the NY State Department of Health</li> </ul>			
<ul style="list-style-type: none"> <li>• For proposed water supply wells, a note stating, "The Town of Varick is not responsible for the quantity or quality of the water."</li> </ul>			
<ul style="list-style-type: none"> <li>• As applicable, boundaries and dimensions of all property to be dedicated for public use or reserved by deed covenant for the common use of the property owners of the subdivision</li> </ul>			
<ul style="list-style-type: none"> <li>• Statements as to compliance of the proposed lots with zoning requirements, with reference to any variances that may have been granted</li> </ul>			
<ul style="list-style-type: none"> <li>• A signature block for all required approvals on each sheet of the plan set, certifications and endorsements, including the Planning Board Chairperson and Town Engineer, as well as other approvals required by local, county or state law or as required by the Planning Board</li> </ul>			
<ul style="list-style-type: none"> <li>• All lot corner markers shall be permanently located, at least ¾" in diameter and 24" in length</li> </ul>			

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<ul style="list-style-type: none"><li>• Monuments to be set at all corners and angle points of the boundaries of the original tract to be subdivided and at all street intersections, angle points, in street lines, points of curve and tangency, and at least every 1,000' along the proposed Right of Way</li></ul>			
2. Certification that there are no tax liens on the tract to be subdivided			
3. A copy of any covenants or deed restrictions that cover all or portions of the tract			

*\*Please note that this checklist is intended to serve as an overview of the application requirements. Additional detail and specific requirements can be found in the Town Subdivision Regulations provisions listed above*

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## AGRICULTURAL DATA STATEMENT

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**INSTRUCTIONS:** This form must be completed for any application for a Special Use Permit, Site Plan approval, Use Variance or a Subdivision approval requiring municipal review that would occur on property within 500 feet of a farm operation located in a NYS Dept. of Ag & Markets certified Agricultural District.

**APPLICANT INFORMATION:**

Applicant: \_\_\_\_\_ Corporation Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**TYPE OF APPLICATION:**  Special Use Permit  Site Plan  Minor/Major Subdivision  Use Variance  Area Variance

**DESCRIPTION OF PROPOSED PROJECT:**

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**PROJECT INFORMATION:**

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

Project Address: \_\_\_\_\_

Tax Map ID: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Is this parcel within an Agricultural District?  Yes  No (Check with your local Assessor if you do not know)

If YES, Agricultural District Number \_\_\_\_\_

Is this parcel actively farmed?  Yes  No

Type of farm operation: \_\_\_\_\_ Acreage: \_\_\_\_\_

List all farm operations within 500 feet of your parcel. Attach additional sheets if necessary:

Name/Address (Please list if property is actively farmed):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date