

***Town of Varick***  
***Seneca County, State of New York***  
***4782 Route 96***  
***Romulus, NY 14541***  
***(315) 585-6168***

**Town of Varick Minor Subdivision request**

**This form is to be used by an applicant seeking approval of a Minor Subdivision which is defined as the division of a single parcel into at least two (2) but not more than four (4) lots, parcels or sites, whether adjoining or not, for the purpose of sale, lease license, or any form of separate occupancy in such a way that it does not require the construction of a new street or public utility, or the expansion or extension of an existing street or public utility for the parcels to be developed or the use of a waterfront access lot.**

**Submit the completed application package to the Chair of the Planning Board with a check made out to the Town of Varick for \$250 plus \$50 per lot.**

- I. All of the information listed below must be submitted to the Planning Board Chair at the Town of Varick Town Hall at least 14 days prior to the next regularly scheduled Planning Board meeting in order for it to be placed on the Planning Board's meeting agenda. Applicants or their agents must be in attendance in order for their projects to be reviewed.
- II. Provide the following information
  - a. Sketch Plan which shall consist of a drawing based on Tax Map Information or some other similarly accurate base map at a scale (preferably not more than two hundred [200] feet to the inch) to enable the entire ownership of the subdivider to be shown on one sheet, and shall show:
    1. The location, including northerly directional arrow, of that portion of the subdivider's ownership which is to be subdivided in relation to the whole, and the location of nearby streets and roads.
    2. All existing structures, wooded area and permanent and intermittent watercourses, water bodies, and wetlands within the portion to be subdivided, and within two hundred (200) feet thereof.
    3. The name of the owner(s) of the property to be subdivided and all adjoining property owners as disclosed by the most recent municipal tax records on file in the Assessor's office.
    4. The Tax Map Section, Block, and Lot numbers.
    5. All available utilities and street that are either proposed, mapped, or built.
    6. The proposed lot layout, street layout, and any proposed recreation or open space areas.
  - b. All existing restrictions on the use of the land including easements and covenants, along with any other Agency permits issued.
  - c. All existing zoning districts and land use areas.

- III. Please indicate any means of sewage disposal, method of supplying water, and proposed means of handling storm drainage.
- IV. If application is represented by someone other than the owner of record, the Authority to Act as an Agent for Property Owner form must be completed and attached to this application.
- V. Enclose a copy of your deed, as proof of ownership.
- VI. Complete the Short Environmental Assessment Form, filling out Part One (1) only.
- VII. Enclose a check made out to the **Town of Varick for \$250 plus \$50 per lot.**
- VIII. Include any applicable perk test results.
- IX. Attach 5 (five) copies of the Application, including deed, survey maps, and other required/additional documents you wish to present with the application.

FILL OUT ATTACHED APPLICATION, WITH ALL APPROPRIATE MATERIALS AND DOCUMENTATION, AND RETURN TO THE PLANNING BOARD AT TOWN OF VARICK TOWN HALL. INCOMPLETE APPLICATIONS WILL *NOT* BE ACCEPTED FOR REVIEW.

### **Minor Subdivision process**

1. **Preliminary conversation.** No official action taken. Optional but recommended.
2. **Sketch Plan Accepted and classified for SEQR.** This action starts the 6-month clock for the applicant to submit an application.
3. **Subdivision plat accepted.** A complete application is accepted by the Planning Board. This action starts the 45-day clock for the planning board to act. For very simple applications, the Sketch Plan and Subdivision plats can be accepted at the same meeting.
4. **Approval of Subdivision Plat.** A public hearing is held before final discussion of the application. If all conditions are met this is the final step. If the approval is conditional, it starts a 180-day clock to meet the condition. The resolution in the minutes is the official record. The Planning Board chair's signature on the map makes the subdivision official and it can be filed with the county.

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**MINOR SUBDIVISION APPLICATION**  
TO BE COMPLETED BY THE INVOLVED PROPERTY OWNERS

**STOP**

**Before this application will be accepted, all required information must be provided, including listed attachments.**

**PROPERTY OWNER'S Name(s):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Applicant's Name (if different than Owner): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Location of Property (911 Address): \_\_\_\_\_

Tax Map Parcel #: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Acreage: \_\_\_\_\_

Current Use of Property (Residential, Commercial, Undeveloped, Agricultural, etc.).  
List ALL structures on parcel:

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Proposed Project (Be Specific): \_\_\_\_\_

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Location of Property (Description of how to find parcel):

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Do you propose future development of any or all of the parcel?     Yes     No

Explain: \_\_\_\_\_

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Do wetlands exist on the property?     Yes     No     Unknown

If yes, what size area do they cover? \_\_\_\_\_ acres

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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.

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Signature of Property Owner

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Date

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Signature of Applicant

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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 applicant, 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**

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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## AGRICULTURAL DATA STATEMENT

**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  Subdivision  Use Variance  Area Variance

### DESCRIPTION OF PROPOSED PROJECT:

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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