



Department of Code Enforcement

414 State Street
Carthage, NY 13619
tmckeeper1@hotmail.com

Terry McKeever
Code Enforcement Official

Office (315)778-5831
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SUBDIVISION PROCESS

Subdivision is the “Division of any parcel of land into two (2) or more lots, blocks, or sites for the purpose of conveyance, transfer of ownership, improvements, building development or sale.

SUBDIVISION PROCESS

- A) Submit completed application including any and all fees, sketches, tax maps and short environmental assessment for to the Code Enforcement Officer. (THE FEE HAS TO BE PAID BEFORE ANY LEGAL NOTICE CAN BE PUT IN THE NEWSPAPER FOR PUBLIC HEARING.)
- B) The application is the forwarded to the Town Planning Board for review. The Planning Board meets the first Wednesday of each month at 5:00. All applications must be submitted by 4:00 on the Monday before the meeting.
- C) The Town Planning Board, at its next regularly scheduled meeting, reviews the application with the subdivider. The Purpose of this meeting is to assist the subdivider in the planning and preparation of the preliminary or final survey plat to save him both time and money in having maps and/or plans prepared.
- D) The Town Planning Board sets a time and a date for a public hearing on the proposal.
- E) The subdivider must then have a survey/plat map of the property drawn to scale by a professional surveyor.
- F) If all the Planning Board requirements have been met, the Planning Board may then approve a minor subdivision. A major subdivision may require further information and review.
- G) The final executed survey/plat map must then be filed with the County Clerk’s office within 30 days.

SUBDIVISION FEES

Minor Subdivision- \$30 per lot (If one plat is divided into 3 plats the fee is \$90)

Major Subdivision- \$100 per lot and \$100 Finalizing and Professional Fees plus current rate of Engineer or Engineering work if required by Planning Board or Code Enforcement Officer. (If one plat is divided into 10 lots the fee is \$1,100 plus Engineering if required)

If you have any further question please do not hesitate to contact the Code Enforcement Officer at 315-493-4207 Ext. 4.



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APPLICATION FOR SUBDIVISION

- 1) Name: _____
- 2) Address: _____
- 3) Phone #: _____
- 4) Surveyor Name: _____
- 5) License # _____
- 6) Tax map number of parcel to be subdivided: _____
- 7) Zoning District _____
- 8) Total Acreage of property being subdivided: _____
- 9) Will lots be serviced by on-site wells and septic systems or by Public Utilities (circle one)?
- 10) Is any new infrastructure being proposed such as new roads, central sewer and/or water systems, etc.? _____
- 11) What is the intended use of the lots being divided? (Circle One) Building Lot, Farm Land, Vacant Land, Other _____
- 12) If the lot is intended to be a building lot what type of building is being proposed? (Circle ALL that apply) Single Family Home, Duplex, Apartment Building, Manufacture Home, Modular Home, Single Wide Trailer, Other _____
- 13) If the lot is intended to be a building lot what is the approximate size and cost of the building(s)? _____
- 14) Are there any existing or proposed restriction on the use of the land including easements and covenants (ie Mobile Home Overlay) _____

You MUST include the following information with the application in order for the application to be reviewed!

- 1) Copy of the tax map for the parcel being subdivided.
 - a. This can be obtained from:
 - i. Online www.co.jefferson.ny.us
 - ii. Town of Wilna Assessor located at 414 State St. in Carthage
 - iii. Jefferson County Office of Real Property located at 175 Arsenal St. in Watertown
- 2) An Agricultural data statement, when applicable
 - a. This can be obtained from:
 - i. Soil and Water Conservation district located at 21168 State Route 232, Watertown, NY
- 3) A State Environmental Assessment Form.
 - a. For a **Minor Subdivision** a Short Environmental Assessment Form must be filled out. This form is attached to the application.
 - b. For a **Major Subdivision** a Long Environmental Assessment Form must be filled out. This form can be obtained from the DEC either online or in a local office.
- 4) One Mylar Copy of the plat suitable for submission to the County Clerk, drawn with ink on appropriate material.
- 5) Five paper copies and one PDF copy of the plat prepared by a NYS licensed surveyor drawn to include the following:
 - a. Surveyors license number and seal(s).
 - b. Sufficient data acceptable to the Planning Board to readily determine the location, bearing and length of every street line, lot line, and boundary line; such data shall be sufficient to allow for the reproduction of such lines on the ground.
 - c. Subdivision Name, scale, north arrow and date.
 - d. Subdivision Boundaries
 - e. Contiguous properties and name of owners
 - f. Existing and proposed streets, sidewalks, utilities, buildings and structures, storm drainage systems and drainage ways, public facilities, water supply and sewage disposal facilities.
 - g. Water courses, marshes, rock outcrops, wooded areas, single trees with a diameter of 8 inches or more, as measured 3 feet above grade, and other significant physical features on or near the site.
 - h. Proposed pattern of lots, including lot widths and depths, street layout, and open space.
 - i. Land Contours at ten foot intervals. At the discretion of the Planning Board, intervals less than ten feet may be required.
 - j. Zoning districts for all properties.
 - k. Proposed alterations to existing topography.
- 6) Copy of such covenants or deed restrictions as are intended to cover all or part of the tract.
- 7) Additional information as deemed necessary by the Town Planning Board
- 8) **Major Subdivision will require more information. Please contact the local Code Enforcement Officer or the Town Planning Board for more information.**
- 9) A **NONREFUNDABLE** application fee.