

The following information has been compiled based on the pertinent town regulations. This information is intended to assist and inform an applicant of the general requirements, procedures and time frame required to process your application.

**WHEN IS A SUBDIVISION APPLICATION NECESSARY:** Subdivision definition: a division of any part, parcel or area of land by the owner or agent either by lots or by metes and bounds, into lots or parcels two or more in number for the purpose of conveyance, transfer, improvement, building development or sale. A subdivision shall not include the division of land for agricultural purposes into two or more lots, each 5 acres or more in area, and which does not involve the creation of a new street or highway, the term subdivision includes re-subdivision.

Planning Board Meetings are held on the 3<sup>rd</sup> Monday of each month at 7 p.m. The following items must be submitted no later than two weeks before the Planning Board meeting in order to be placed on the agenda of the next Planning Board meeting. Any applications received after this date will be held for the next scheduled meeting.

**SKETCH PLAN PHASE:** The following items are required to be submitted before any review process will begin or an application will be put on the agenda of the Planning Board for consideration.

- \_\_\_\_\_ Town of Pompey Subdivision Application
- \_\_\_\_\_ Application fee (\$215.00 for the first lot and \$60.00 for each additional lot)
- \_\_\_\_\_ Development Fee (2-3 lots \$500.00; 4-30 lots \$275.00/lot)
- \_\_\_\_\_ Site Map (13 copies), Development Data and Legal Data (See Article III, Section 1 and Article VI, Section 1 of the Subdivision Regulations)

The Sketch Phase is intended to provide you with the opportunity to discuss the plan with the Planning Board. This will allow an exchange of information and ideas before committing to a particular plan. The Board may also make a SEQRA determination and forward the application to the County Planning Board for their review as required by General Municipal Law.

**PRELIMINARY PLAT PHASE:** The subdivider is presenting a tentative subdivision plat indicating the proposed layout of a subdivision as a basis for studying and consideration prior to preparation of the final plat. The following items are required to be submitted before the application will be put on the agenda of the Planning Board for consideration. The Public Hearing will be scheduled for this meeting requiring legal notice. Submission of all required documents no later than 14 days before the scheduled meeting is crucial.

- \_\_\_\_\_ Site Map (13 copies), Development Data and Legal Data (See Article III, Section 2 and Article VI, Section 2 of the Subdivision Regulations)

**FINAL PLAT PHASE:** The subdivider is presenting an exact subdivision plat for approval and which, if approved, will be submitted to the County Clerk for filing.

- \_\_\_\_\_ Site Map (13 copies), Development Data and Legal Data (See Article III, Section 2 and Article VI, Section 2 of the Subdivision Regulations)

# SYRACUSE ONONDAGA COUNTY GUIDE TO THE SUBDIVISION PROCESS

Follow this guide in order to ensure that you take the proper steps necessary to subdivide your property.

## 1. Town of Pompey

The first step in determining whether or not your proposed plans are likely to be approved is to see the Town of Pompey Zoning Officer, Richard Penhall.

### Signatures Required: Planning Board Chairman

## 2. Onondaga County Dept. of Transportation

If the subdivision is located on a county road, you'll need approval from County DOT. If it is not a county road, you should contact your local Highway Department to seek approval for driveway location.

- To determine whether or not you need County DOT approval, contact:

Terry Morgan  
Civil Engineer II  
Onondaga County Dept. of Transportation  
1100 Civic Center  
421 Montgomery Street  
Syracuse, NY 13202  
Email: [terrymorgan@ongov.net](mailto:terrymorgan@ongov.net)  
Phone: 315-435-3176  
Fax: 315-435-5744

- The applicant should contact the Onondaga County DOT as early in the planning process as possible to discuss how the property will be accessed from the road. If a lot is subdivided after September 2, 1986, the DOT can deny access if any of the new lots do not meet the minimum sight distance requirements.
- If your house, driveway or septic system is designed before you seek DOT approval, you run the risk of having your access permit denied if there is not adequate sight distance. Be sure to contact the DOT before you purchase your final design plan.

## 3. Onondaga County Health Department, Division of Environmental Health

The Onondaga County Health Department is required to review and stamp all subdivision maps before they are filed in the County Clerk's Office. The focal point of their review is to help ensure the responsible subdivision of land and subsequent construction with respect to sewage disposal and water supply, whether public or private.

- An applicant should contact the Health Department as early in the planning stages as possible. Health Department laws and policies dictate procedures to be followed for every

subdivision of land that is being filed, regardless of the size or type of the project (from single lot creation to large subdivisions with hundreds of lots). The Health Department recommends Licensed Land Surveyors email a copy of the proposed plan to [jtill@ongov.net](mailto:jtill@ongov.net) for review prior to preparing final plans for signature.

- Contact the Bureau of Public Health Engineering at 315-435-6600 to discuss Health Department requirements for subdivision plan endorsement.

#### 4. **Three Mile Limit Review, Street Names & Street Addresses**

This step is required in order to ensure that your subdivision map shows the proper street names and street addresses

- You must call 315-435-2611 to have a compliance letter issued by the Syracuse Onondaga County Planning Agency, 11<sup>th</sup> Floor of the John H. Mulroy Civic Center

#### 5. **Certification of Real Property Tax Status**

- A private abstract/title company must provide certification that all real property taxes have been paid. Some companies have offices in the County Clerk's Office, on the second floor of the Onondaga County Court House. Any private abstract/title company can provide the certification.

#### 6. **File Your Map at the Onondaga County Court House**

This is the final step in the subdivision process. Approved subdivision maps are to be filed with the County Clerk, Room 200, Onondaga County Court House, 401 Montgomery Street, Syracuse, NY. The filing fee is \$10.00. For more information call 315-435-2226/2227.

Pursuant to Town Law §276(7)(c), which reads:

Duration of conditional approval of final plat. Conditional approval of the **final plat shall expire within one hundred eighty days after the resolution granting such approval** unless all requirements stated in such resolution have been certified as completed. The planning board may extend for periods of ninety days each, the time in which a conditionally approved plat must be submitted for signature if, in the planning board's opinion, such extension is warranted by the particular circumstances.

#### Subdivision Map Requirements

- A. The subdivision map must be:
- Printed in black ink on either linen, cloth backed paper or Mylar
  - No larger than thirty-six by forty four inches (36" x 44")
  - Clear and legible for reproduction (No folded or bent maps)
  - Signed in black ink by all required officials. Only original signatures are acceptable.
  - All stamps must be in black ink.

- B. The subdivision map must include the following information:
- Tract name (cannot be Farm Lot or Military Lot)
  - Property location by town
  - Farm/Military Lot and/or block numbers
  - North arrow
  - Certificate of Licensed Land Surveyor: "We (or I) hereby certify that this is an accurate subdivision plat prepared by us (or me) on (date). This subdivision plat meets the current standards as stated in the NYSAOLS Code of Practice for Land Surveys pertaining to All Boundary/Title Surveys. The subdivision boundary closure is (boundary closure precision).
  - This map is not valid without the original seal of the surveyor
- C. Onondaga County subdivision map standards required for filing:
- Each new lot will have a definite designation number or letter per the new map
  - Each amended lot will have a definite designation per the new map to avoid confusion with the original lot designation as shown on a previous subdivision map (e.g. Lot 10 becomes Lot 10A)
  - Existing parcels or lots to be added to or subtracted from will have a definite designation per the new map depicting all necessary conveyances
  - Each line or curve of all new or amended lots must clearly show all necessary geometry
  - Shorelines will have a tie line with geometry for closure
  - The map shall have absolutely no disclaimers preventing the use of said map as a legal descriptor for any new or amended lot or lots shown
  - All amended maps or resubdivision maps must recite which existing map # they are amending and clearly describe which lots or areas are being amended and why

\*This is taken from Syracuse-Onondaga County Guide to the Subdivision Process"

# TOWN OF POMPEY

## SUBDIVISION APPLICATION

---

Proposed Subdivision Name

---

**ACTION: THIS SECTION TO BE COMPLETED BY MUNICIPAL OFFICIAL**

Date Submitted: \_\_\_\_\_ Public Hearing Date: \_\_\_\_\_  
Application Fee: \_\_\_\_\_ Development Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_  
Date Acted On: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

---

**Applicant:** (Is applicant the owner, contract purchaser, lessee or other?) \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Surveyor:**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Engineer:**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

---

**Property Location and Pertinent Data:**

Location: \_\_\_\_\_ Zoning Classification \_\_\_\_\_  
Tax Map No. \_\_\_\_\_ Other Zoning Classification within 200 Feet \_\_\_\_\_  
Located in Designated Flood Zone \_\_\_\_\_ Located Within 100 Feet of Wetland \_\_\_\_\_

---

**Easements or Other Restrictions on Property:**

(Describe and Show on Subdivision Map):

---

---

---

---

**Names on Property Owners Within 1000 Feet Of The Site:**

(Include Owners of Property Across Streets, Roads, Highways or Municipal Boundaries)

Name \_\_\_\_\_ Tax Map No. \_\_\_\_\_

Pursuant to Local Law No. 6 of 2013 the applicant must notify all property owners within 1000 feet of the proposed subdivision by certified mail informing them of the date, time and place of the public hearing at least 10 days prior to the date of the public hearing. At least seven days prior to such public hearing the applicant shall file with the Town Clerk an affidavit verifying that notice was properly mailed to nearby property owners Failure of the property owners to receive such notice shall not be deemed a jurisdictional defect

**Requested Exemptions:**

(List requested exemptions or waivers of zoning, site plan review or other requirements)

**THE UNDERSIGNED HEREBY REQUEST APPROVAL BY THE TOWN OF POMPEY PLANNING BOARD OF THIS APPLICATION.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THE UNDERSIGNED HEREBY CONSENTS TO ALLOW REPRESENTATIVES OF THE TOWN OF POMPEY TO GO ON OR ABOUT THE SUBJECT PROPERTY FOR THE PURPOSES OF INSPECTION IN CONNECTION WITH THIS APPLICATION.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ADDITIONAL DOCUMENTS REQUIREMENT TO BE SUBMITTED:**

\_\_\_\_\_ STATE ENVIRONMENTAL QUALITY REVIEW LONG ASSESSMENT FORM

\_\_\_\_\_ PLANS AND DATA REQUIRED BY CODE OF THE TOWN OF POMPEY SECTION 144-20

**617.20**  
**Appendix B**  
**Short Environmental Assessment Form**

**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				

5. Is the proposed action, a. A permitted use under the zoning regulations?  b. Consistent with the adopted comprehensive plan?	<b>NO</b>	<b>YES</b>	<b>N/A</b>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	<b>NO</b>	<b>YES</b>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____ _____	<b>NO</b>	<b>YES</b>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?  b. Are public transportation service(s) available at or near the site of the proposed action?  c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<b>NO</b>	<b>YES</b>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	<b>NO</b>	<b>YES</b>	
10. Will the proposed action connect to an existing public/private water supply? [If Yes, does the existing system have capacity to provide service? <input type="checkbox"/> NO <input type="checkbox"/> YES] If No, describe method for providing potable water: _____ _____	<b>NO</b>	<b>YES</b>	
11. Will the proposed action connect to existing wastewater utilities? [If Yes, does the existing system have capacity to provide service? <input type="checkbox"/> NO <input type="checkbox"/> YES] If No, describe method for providing wastewater treatment: _____ _____	<b>NO</b>	<b>YES</b>	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?  b. Is the proposed action located in an archeological sensitive area?	<b>NO</b>	<b>YES</b>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?  b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	<b>NO</b>	<b>YES</b>	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	<b>NO</b>	<b>YES</b>	
16. Is the project site located in the 100 year flood plain?	<b>NO</b>	<b>YES</b>	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES  b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES _____ _____	<b>NO</b>	<b>YES</b>	



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)? If Yes, explain purpose and size: _____ _____	<b>NO</b>	<b>YES</b>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	<b>NO</b>	<b>YES</b>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	<b>NO</b>	<b>YES</b>
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b> Applicant/sponsor name: _____ Date: _____ Signature: _____		

**Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2.** 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)?		

	No, or small impact may occur	Moderate to large impact may occur
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?		

**Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3.** 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.

<input type="checkbox"/>	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.
<input type="checkbox"/>	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)