

To: Applicant/Sponsor for Subdivision, Site Plan Review, or Lot-Line Adjustment

From: Town of Cape Vincent Planning Board

Enclosed are the guidelines and application forms for a subdivision, site plan review, or lot-line adjustment. If you have questions or require assistance with the application, please contact the Chair of the Planning Board by calling the Town Office 315 654-3660.

Depending upon the type of action you take, it is recommended that you purchase a copy of the Town of Cape Vincent Subdivision or Zoning Laws from the Town Office at 1964 NY State Rte 12E. These Laws can assist you in determining the application requirements and procedures followed by the Planning Board during the review process.

When you complete the application, you may drop it off to the Town Clerk or by mail at PO Box 915, Cape Vincent, NY 13618. If you wish to set up an appointment with the Chair of the Planning Board, please contact the Town Office 315 654-3660. Applications must be submitted to the Town at least eight days before the next regularly scheduled Planning Board meeting. Meetings are held the second Wednesday of each month at 7pm in the Recreation Park Building at 602 S. James Street, Cape Vincent.

Review fees are as follows:

ACTION	FEE
Lot-Line Adjustment	\$75
Subdivision (plus any additional legal fees)	
Minor	\$150
Major (per lot)	\$200
Site Plan Review	\$250

The Planning Board has the right to require the applicant to establish a discretionary fund based upon the nature of the project.

Consultation fees, if any, may be added to the cost of the review. The fee must be submitted with the application, payable to the Town of Cape Vincent.

TOWN OF CAPE VINCENT

APPLICATION FOR *MINOR* SUBDIVISION APPROVAL

The Application for *Minor* Subdivision Approval consists of Parts A and B, and Environmental Assessment Form as required by the State Environmental Quality Review Act (SEQRA), an Agricultural Data Statement, Water and Septic Statement, and payment of application fees, as established by Resolution of the Town Board.

Refer to the Town of Cape Vincent Subdivision Law for details of the application and review process.

PART A: PROJECT DESCRIPTION

Provide the information requested to assure a clear understanding of the proposed project. Attach supplemental information if necessary.

1. Owner(s) name, address, and telephone number.

2. Name, address, telephone number and license number of professional advisors (individual/firm) responsible for subdivision plat preparation:

3. Subdivision location and name: _____

4. Provide tax map ID #s and a copy of tax map(s) for project parcel(s).

5. Briefly describe the subdivision, including the items listed below. This information will supplement the plat map required in Part B. Use additional space if needed to clearly explain the project.

a. Total acreage.

b. Number of lots proposed.

c. Existing structure(s), type, and dimensions.

d. Any areas to be dedicated to open space, stream corridor protection buffers, or other public use and the conditions of such use.

e. Deed restrictions and covenants (provide a copy).

f. Access to the property.

OVER

- g. Identify right-of-ways.
 - h. Evidence of legal ownership.
 - i. Status of all permits, including NYS DOT, DOH, and DEC permits, as required for highway permits, water and sewage system approvals.
 - j. Ponds, streams, and other drainage features located on or adjacent to the subdivision property.
 - k. Previous subdivisions of this site within the past three years.
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PART B: PLAT MAP REQUIREMENTS

The following information must be filed with *Minor* Subdivision approval.

1. ~~Ten~~ (10) copies of a plat map drawn to scale shall be submitted with all applications for subdivision approval. A copy of the plat must be filed with the County Clerk by the owner within 30 days upon Final Plat approval by the Planning Board. The following information must be provided:
 - a. Subdivision name, scale, North arrow, and date. The scale must be either one inch (1") to fifty feet (50'), one inch (1") to one hundred feet (100'), or one inch (1") to two hundred feet (200').
 - b. Subdivision boundaries.
 - c. Adjoining property owners' names.
 - d. Ponds, streams, water courses, drainage ditches, underground utilities, marshes, wetlands, wooded areas, scenic views, public facilities, right-of-ways, and other significant physical features on or near the site.
 - e. Proposed pattern and dimension of lots including lot width, depth, and area; roads and sidewalks; open space; drainage facilities; design and location of all water supply and on-site sanitation facilities, in accordance with Article 5, Sections 540 and 550 of the Town of Cape Vincent Subdivision Law; hydrants and other utilities. Provide cross-sections of sidewalks, curbs, and roads, and indicate existing facilities in relation to proposed facilities.
 - f. Land contours at two (2) foot intervals, or other suitable indicator of slopes. Clearly display proposed alterations of existing topography.
 - g. Sufficient data acceptable to the Planning Board to readily determine the location, bearing, and length of every road right-of-way, lot line, easement lines, and boundary line; such data shall be sufficient to allow for the reproduction of such lines on the ground.
 - h. Additional information as deemed necessary by the Planning Board.
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Applicant Signature

Owner Signature

Date

Town of Cape Vincent

AGRICULTURAL DATA STATEMENT

This Statement is to be submitted with all applications required for Site Plan Review approval, Use Variance, or Subdivision review for proposed projects occurring within an agricultural district or with 500 feet of a farm operation in an agricultural district (reference Town Law X.283-a*). For information and maps regarding Cape Vincent's agricultural districts, contact the Planning Board or the Zoning Enforcement Officer.

This information will be used to evaluate the possible impacts of the proposed project upon the farm operations within the agricultural district.

APPLICANT NAME: _____

ADDRESS & PHONE NUMBER: _____

_____ (____) _____

PROJECT DESCRIPTION: _____

List the name and address of all agricultural district farmland owners within 500' of the proposed project. Attach a tax map or clearly drawn map showing the proposed project location relative to the farm operations. Owners of land as identified in the Agricultural Data Statement will receive written notice of the proposed project. The Applicant is responsible for the cost of mailing the notice.

1. _____

2. _____

3. _____

4. _____

5. _____

*Farm operation as defined by Agriculture and Markets Law, Article 25-AA, means the land used in agricultural production, farm buildings, equipment, and farm residential buildings.

Town of Cape Vincent

Water and Septic Statement

The following is an example of the Water and Septic Statement which, those wishing to subdivide must provide to the Planning Board at the time of application for a subdivision.

I, _____, will notify the buyer (or buyers) that the water supply may NOT be available by normal means, i.e., drilled well and that an alternate water system may be required.

I, _____, will notify the buyer (or buyers) that a Perk Test will be required in order to obtain a Building Permit and, if the Perk Test does not meet New York State Code, an alternate (other than normal leach field) system will be required.

Short Environmental Assessment Form

Part 1 - Project Information

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 you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
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?			NO
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.			YES
2. Does the proposed action require a permit, approval or funding from any other government Agency?			NO
If Yes, list agency(s) name and permit or approval:			YES
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, are adjoining or near the proposed action:			
☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban)			
☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other(Specify):			
☐ Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO ☐ ☐	YES ☐ ☐	N/A ☐ ☐
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO ☐	YES ☐	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify:	NO ☐	YES ☐	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO ☐ ☐ ☐	YES ☐ ☐ ☐	
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: _____	NO ☐	YES ☐	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	NO ☐	YES ☐	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	NO ☐	YES ☐	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO ☐ ☐	YES ☐ ☐	
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: _____ _____	NO ☐ ☐	YES ☐ ☐	

SEAF 2026

Jefferson County Clerk's Office

175 Arsenal St.
Watertown, N.Y. 13601

Land Records FAX (315)785-5145
Court Records FAX (315)779-5990
DMV FAX (315)785-5048

Gizelle J. Meeks
County Clerk/ RMO
(315) 785-3312
gmeeks@co.jefferson.ny.us



Jaime S. Thompson
Deputy Clerk
(315) 785-3312
jthompson@co.jefferson.ny.us

TO: Jefferson County Towns, Villages and City of Watertown
FROM: Gizelle J. Meeks, Jefferson County Clerk 
DATE: April 22, 2015
RE: Survey Map Affidavit

Effective immediately, the attached Survey Map Affidavit is required to be completed for every map filed within the Jefferson County Clerk's Office. This affidavit is similar to those that are already implemented in other counties throughout New York State. Maps presented without this affidavit will not be filed. This Affidavit will replace the current notices that are being sent out to your offices.

Thank you in advance for your assistance with this matter. Should you have any questions or concerns, please do not hesitate to contact my office.

GJM/jst

JEFFERSON COUNTY, STATE OF NEW YORK

Survey Map Affidavit

For filing Survey Maps at the Jefferson County Clerk's Office:
1 Mylar & 2 paper maps required. MUST BE ORIGINALS.
Minimum: 8 1/2" x 11" / Maximum: 34" x 44"

MAP # _____

DATE FILED: _____

Title of Survey Map _____

Property Owner's name at time of filing _____

Tax Map # _____ Town/Village/City _____ Acres Involved _____

Name of Surveyor _____ Date of Map _____

1. Does this survey map divide an existing parcel? YES _____ NO _____

If NO, continue to #4.

2. Is local subdivision approval required? YES _____ NO _____

If YES, name of Planning Board Official that signed map:

Name _____ Date of Signature _____

3. Does the map create five or more lots that are five acres or less? YES _____ NO _____

If YES, NYS Department of Health approval is required prior to filing.

4. Does this map amend or correct a map already on file? YES _____ NO _____

If YES, File # or original map: _____

To the best of my knowledge the above information is correct. I hereby represent that if this map divides an existing parcel, I have consulted with the town, city or village clerk and I state that all approvals required by law have been complied with and that the approvals are noted on the survey map. *Notice: In a written statement filed with the County, any person who knowingly makes a false statement which such person does not believe to be true has committed a crime under the laws of New York State punishable as a Class A Misdemeanor (PL Sec. 210.45).*

Signature of Filer: _____ Date: _____

Name of Filer: _____

State of New York
County of Jefferson

Sworn to before me this _____ day of _____, 20____

Notary Public