



## **SOUTHOLD PLANNING DEPARTMENT**

# Subdivision Application Packet Preliminary Plat

This application is for STANDARD SUBDIVISIONS ONLY. Preliminary Plat Approval is waived for Conservation Subdivisions.

- Checklist of Submission Requirements
- Fee Schedule
- Map Requirements
- Preliminary Plat Application Form



# SOUTHOLD PLANNING BOARD

## Office Information

Telephone : 631-765-1938

Fax: 631-765-6640

Mailing Address: PO Box 1179  
Southold, NY 11971

Office Location: Town Hall Annex (Capital One Bank Building)  
54375 State Route 25  
Southold, NY  
(in the back of the Capital One Bank Building at the  
corner of Main Road & Youngs Ave.)

Internet: [http://southoldtown.northfork.net/planning\\_department.htm](http://southoldtown.northfork.net/planning_department.htm)

### **Planning Board Members**

Donald J. Wilcenski, Chair

James H. Rich III

William Cremers

Martin H. Sidor

Pierce Rafferty

### **Planning Staff**

Heather Lanza, AICP – Planning Director

Mark Terry – Principal Planner

Brian Cummings - Planner

Alyxandra Sabatino – Planner

Carol Kalin – Secretarial Assistant

Jessica Michaelis – Clerk Typist

# Fee Schedule for Subdivisions

## APPLICATION FEES FOR SUBDIVISIONS

(application fees are payable upon submission of the application)

<b>Subdivision Classification</b>	<b>Application Fee</b>	<b>Fee Per Building Lot*</b>
<i>Standard Subdivision</i>		
Sketch Plan	\$1000	\$750*
Preliminary Plat	\$1000	
Final Plat	\$500	
<i>Conservation Subdivision</i>		
Sketch Plan	\$500	\$350 *
Final Plat	\$500	
Sketch Plan for ODA	\$500	
Creation of Lot within ODA Map		\$350**
<i>Re-Subdivision (Lot Line Modification)</i>	\$500	

\* The fee per building lot pertains only to new lots that will be created by the proposed subdivision plat.

\*\*This fee is deferred to the time when a petition to create a building lot within an approved and filed ODA is submitted to the Planning Board (§240-30. Create of lots.)

## PARK AND PLAYGROUND FEES

The park and playground fees are as follows:

1. Standard Subdivision \$7,000 per new residential lot
2. Conservation Subdivision \$3,500 per new residential lot
3. Affordable Housing District -none-

The Park and Playground fee shall be paid by the applicant prior to the signing of the final plat by the Planning Board. The fee per lot is applicable to the lots created, e.g. a five lot subdivision pays \$7,000 x four lots. Open space parcels are not subject to the fee.

## ADMINISTRATION FEE

(§240-37. Administration fee.)

1. Applications subject to a performance bond: 6% of the bond estimate.
2. Applications not subject to a performance bond:  
\$2,000 per lot (all lots) or 6% of the bond estimate, whichever is greater.

The fee is for map review, project coordination and field inspections by the Town Engineering Office. It is payable upon the posting of the bond or letter of credit.

## **Town of Southold Planning Department**

# **Subdivision Map Requirements Preliminary Plat Application**

### **Preliminary Plat**

1. Scale: 1" = 100' unless otherwise specified to display the information clearly and legibly
2. Prepared and stamped by licensed surveyor or engineer
3. Proposed layout, with lots numbered, and any required open space labeled.
4. Illustrate the following on the plan (as required and applicable)
  - a. Building envelopes
  - b. Clearing restrictions
  - c. Vegetated buffers
5. Name of subdivision.
6. Name of property owner.
7. Name, address and telephone number of New York State licensed engineer or surveyor preparing the preliminary plat.
8. Description
  - a. North arrow showing true north.
  - b. Tax map section, block and lot numbers.
  - c. Distance to the nearest existing or platted streets, street intersections or other public ways within or immediately adjacent to the tract.
  - d. All utilities, available and/or proposed, including easements therefore, and all streets which are either existing, proposed or shown on the Official Map, if any.
  - e. Zoning district, including exact boundary lines of district, if the property is in more than one zoning district.
  - f. Name of any subdivision immediately adjacent to the parcel and the name of the owners of record of all adjacent properties.
  - g. Land areas proposed to be dedicated to public use and the conditions of such dedication.
  - h. Key Map.
  - i. Schedule of buildable lands, open space provided, lot sizes
9. Existing Easements, Covenants and/or Restrictions, including liber & page #.
10. Existing and proposed improvements.
  - a. Location of existing sewers, water mains, culverts and drains on the property with the pipe sizes, graded and direction of flow.
  - b. Width and location of any streets or public ways shown on the Official Map or Master Plan, if such exists, within the area to be subdivided, and the width, location, grades and street profiles of all streets or public ways proposed by the Applicant.

- c. Approximate location and size of any proposed water lines, valves, hydrants and sewer lines, and fire alarm boxes. Connection to existing lines or alternate means of water supply or sewage disposal and treatment as provided in the Public Health Law or Environmental Conservation Law. Profiles of all proposed water and sewer lines.
- d. Storm drainage plan showing the approximate location and size of proposed lines and their profiles. Connection to the existing lines or alternate means of disposal.
- e. Plans and cross-sections showing the proposed location and type of any sidewalks, street lighting standards, street trees, curbs, water mains, sanitary sewers and storm drains, and the size and type thereof; the character, width and depth of pavements and sub-base, the location of manholes, basins and underground conduits.
- f. Preliminary designs of any bridges or culverts which may be required.

**Preliminary Road and Drainage Plans**

- 1. Metes and bounds descriptions indicating street and drainage areas as well as the size and type of road systems pursuant to §161, Highway Specifications, of the Code.
- 2. Where indicated or required, Road and Drainage Plans shall include but not be limited to the following:
  - a. Metes and bound descriptions of all building lots indicating lot areas, proposed building envelopes and scenic buffer areas.
  - b. Utilities--indicate size and location of all below grade utilities including proposed water mains, electrical conduit and transformer pads.
  - c. Fire wells or fire hydrants.
  - d. The limits of Tidal and Freshwater Wetlands within one hundred (100) feet of the proposed development.
  - e. Topographical contours at an interval that will accurately depict the slope and contour of the site.
  - f. Road profiles and typical cross-sections.
  - g. Drainage calculations and design indicating all drainage structures and piping.
  - h. Test hole and boring data.
  - i. All existing and proposed easements indicating width, area and purpose.
  - j. Concrete survey monuments.
  - k. Curbing.
  - l. Sidewalks.
  - m. Street lights.
  - n. Street trees, including size, type and specifications for placement.
  - o. Street signs indicating type and location.

## Southold Planning Department

# Subdivision Process Summary

Each application to the Southold Town Planning Board for approval of a subdivision of land shall be submitted and reviewed in the following stages, except as indicated:

1. Pre-submission Conference with Planning staff
2. Sketch Plan Review
3. Preliminary Plat Review (standard subdivisions only)
4. Final Plat Review

**\*\*\*Important\*\*\***

### **Site work may not begin prior to Planning Board final approval**

(pursuant to §240-6 C. No construction, improvement, grading or clearing of land or other disturbance of existing conditions shall be commenced or undertaken on land for which an application has been filed pursuant to this chapter until final approval of the application has been granted, except as expressly provided herein.)

#### **1. Pre-submission Conference**

Applicant schedules a meeting with Planning Department staff prior to submitting the subdivision application. This step can save time and money by reviewing the basic concepts and subdivision requirements prior to completing the required maps.

- a. Please note – it is at this stage that the applicant should be investigating whether they have sufficient water quality on site (either through test wells or public water) to satisfy the Suffolk County Department of Health requirements.

#### **2. Sketch Plan Review**

- a. Submit Sketch Plan Application
- b. Review yield map
- c. Review ERSAP
- d. Review subdivision design.
- e. Refer to Town Engineer, Highway (Town, State or County as applicable) and Trustees (if applicable) for initial review if needed.
- f. Planning Board considers comments from agencies and Planning staff:
  - i. If plans meet the code, but needs some design edits, grant Conditional Sketch, with conditions including any changes recommended; or
  - ii. If plans do not meet the code, instruct applicant to make any necessary changes to the plans prior to Conditional Sketch Approval.
- g. Sketch Plan Approval – by resolution at a Public Meeting (held monthly).
- h. Please note – Sketch plans are subject to extensive review during the Preliminary Plat stage, and changes to the Sketch Plan can be expected.

### **3. Preliminary Plat Review**

- a. This step for STANDARD SUBDIVISIONS ONLY.
- b. Conservation Subdivisions skip this step entirely and go to Final Plat Review.
- c. Submit Preliminary Plat Application (including any conditions in the Sketch Plan Approval)
- d. Review Preliminary Plat Application including
  - i. Lot design
  - ii. Road & Drainage Plans
- e. Upon accepting the Preliminary Plat Application, the Planning Board initiates SEQRA and the Lead Agency process for coordinated review (or designates the action for an uncoordinated review if warranted), and refers the application out both for SEQRA coordination and other comments from interested and involved agencies.
  - i. Town Engineer
  - ii. Fire Department
  - iii. Highway Department (Town, State, or County as applicable)
  - iv. Suffolk County Department of Health Services
  - v. Suffolk County Water Authority
  - vi. NYS Office of Parks, Recreation and Historic Preservation (for archeological significance)
  - vii. Local Waterfront Revitalization Program (LWRP) Coordinator
  - viii. Suffolk County Planning Commission
- f. SEQRA determination
- g. LWRP Coastal Consistency Assessment
- h. Preliminary Plat public hearing
- i. Applicant to incorporate any changes required by the Planning Board as a result of the public hearing and/or Planning Board review.
- j. Conditional Preliminary Plat Approval – by resolution at a subsequent Planning Board Public Meeting (held monthly)

### **4. Final Plat Review**

- a. Submit Final Plat Application
  - i. SC Health Dept approval stamp required
  - ii. Letter of water availability or valid water contract with the Suffolk County Water Authority
  - iii. Draft Declaration of Covenants and Restrictions (file with County Clerk after approved by Planning Board)
  - iv. Draft Homeowners Association agreement and/or Road and Maintenance agreement (file with County Clerk after approved by Planning Board)
  - v. Draft Conservation Easement for the Open Space (if applicable) (file with County Clerk after approved by Planning Board)
  - vi. Bond estimate accepted by the Town Board
  - vii. Administration fee paid (§ 240-37)
  - viii. Park & Playground fee paid

***Final Plat Review (continued)***

- ix. Letter of non-jurisdiction or wetland permit, if applicable, from NYS Department of Environmental Conservation (NYSDEC)
- x. Curb cut permits (Town Highway Department, Department of Transportation, Department of Public Works).
- b. Final Plat public hearing
- c. Applicant to incorporate any changes required by the Planning Board as a result of the public hearing and/or Planning Board review.
- d. Conditional Final Plat Approval or Final Plat Approval - Resolution at subsequent Planning Board Public Meeting (held monthly)
- e. Maps will be signed by the Planning Board Chair upon fulfillment of the Conditions of Final Plat Approval (if any).

**Construction and Inspection of Improvements**

- 1. All bonded improvements shall be inspected by the Town Engineering Office and Superintendent of Highways.
- 2. Provide to the Town Engineering Office and Superintendent of Highways the following:
  - a. A schedule of construction at least 48 hours prior to beginning any site work.
  - b. Written notification five days prior to completion of each phase of construction
- 3. See §240-36 Inspection of improvements for details

**Monuments.**

- 1. Property boundary monuments made of concrete are required for the following:
  - a. To mark the outside boundaries of the property that was subdivided; and
  - b. To mark the street intersections
- 2. Property boundary markers of metal rod or pipe to mark the boundaries of each lot.
- 3. See §240-41. Mapping of completed improvements; monuments for more details.

## Southold Planning Department

# Subdivision Application Checklist for Preliminary Plat Application

**When you bring your application to the Planning Board office it should contain every item listed below, unless you have been advised by the Planning Board during Sketch Approval that such item is not needed.**

- Cover letter which lists the materials submitted by the applicant and/or agent
- Preliminary Plat Application Form
- Application Fee (Please see Fee Schedule)
- Twelve (12) copies of the Preliminary Plat prepared by a licensed surveyor or engineer
- Six (6) copies of the Preliminary Road and Drainage Plans showing all typical plans, sections, profiles, details and design calculations as needed or required
- Draft Performance Guarantee Estimate (Bond for road & other improvements)
- Draft copies of all required legal documents (where applicable)
  - Conservation Easement (for the open space if required)
  - Covenants and Restrictions
  - Homeowner's Association
  - Road Maintenance Agreement

**Checks should be made payable to the "Town of Southold"**

**All maps are to be FOLDED by the APPLICANT with title block visible. The title block should be in the lower right hand corner of the plat.**

**Incomplete submissions WILL NOT be held or processed by the Planning Board due to space limitations and the volume of applications. Use the pre-submission conference to ask questions about your application and to review the materials prior to submission.**



## SOUTHOLD PLANNING DEPARTMENT

### Subdivision Application Form - Preliminary Plat

APPLICATION IS HEREBY MADE to the Town of Southold Planning Board for **PRELIMINARY PLAT APPROVAL** for the subdivision described herein.

1. Name of Subdivision \_\_\_\_\_
2. Suffolk County Tax Map # \_\_\_\_\_
3. Hamlet \_\_\_\_\_
4. Street Address/  
Project Location \_\_\_\_\_
5. Zoning District \_\_\_\_\_
6. Date of Submission \_\_\_\_\_
7. Sketch Plan Approval Date \_\_\_\_\_
8. Acreage of Site \_\_\_\_\_
9. Parcel Yield \_\_\_\_\_
10. Number of Lots Proposed \_\_\_\_\_
  - a. Number of Affordable Lots Required: \_\_\_\_\_
  - b. Number of Affordable Lots Proposed: \_\_\_\_\_
  - c. Alternative Method/Payment Proposed to Satisfy Affordable Housing Requirement: \_\_\_\_\_

11. Acreage of Open Space \_\_\_\_\_
12. Percentage of Open Space \_\_\_\_\_
13. Range of Lot Sizes (not including any required open space area)  
\_\_\_\_\_
14. Average Lot Size \_\_\_\_\_
15. Private or Public Streets \_\_\_\_\_
16. Name of Road (s) \_\_\_\_\_
17. Length of Road(s) \_\_\_\_\_
18. Acreage of Road(s) \_\_\_\_\_
19. Water Availability (public or private) If private well, has water been tested and approved by Suffolk County Department of Health Services?  
\_\_\_\_\_
20. Does the Preliminary Plat differ from the Sketch Plan previously approved by the Planning Board? Explain.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
21. In addition to the application to the Town of Southold Planning Board, what other approvals are you seeking for this subdivision from state or other agencies? Please list other applications which are currently pending involving this project. If possible, please provide application reference numbers.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
22. Application completed by  owner  agent  other

**Signature of Preparer** \_\_\_\_\_ **Date** \_\_\_\_\_