

# TOWN OF CHAMPLAIN

## APPLICATION FOR SUBDIVISION REVIEW

### GENERAL INFORMATION

Applicant (Subdivider) _____	Owner (if different) _____
Address _____	Address _____
_____	_____
Telephone _____	Telephone _____
Date _____	

### INSTRUCTIONS

- 1) Type or print neatly.
- 2) Complete all blanks.
- 3) Submit completed application, copy of deed, copy of tax map sketch plan, survey/subdivision plat, existing and proposed conditions, details and all information as required by the subdivision ordinance.
- 4) In the case of a major subdivision, please submit applicable Clinton County Health Department permits or application for applicable permits.
- 5) The application will be reviewed by the Zoning Enforcement Officer for completeness and verification that all required information is provided.
- 6) All applications and accompanying documents must be submitted to the Zoning Department ten (10) days prior to the scheduled Planning Board meeting.
- 7) Fee schedule:
 

a. Minor Subdivision (1 - 4)	\$35.00 per lot
b. Major Subdivision (5 - up)	\$60.00 per lot
- 8) Attendance by applicant or representative is required at the scheduled Planning Board meeting for any action to be taken.

**Note:** A subdivision review request cannot be placed on the Planning Board agenda until the Zoning Enforcement Office certifies the submittal is complete and contains all the information that is required.

Application Fee	_____
Application Number	_____
Status of Subdivision	_____
Sketch Plan	_____

**A copy of the subdivision ordinance is available upon request.**

Compliance with Zoning Ordinance \_\_\_\_\_ Date \_\_\_\_\_  
Zoning Enforcement Officer

Completeness of Application \_\_\_\_\_ Date \_\_\_\_\_  
Zoning Enforcement Officer

## SUBDIVISION INFORMATION

- 1) Plans prepared by (name, address, and phone of Licensed Land Surveyor or Engineer): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Title of Plans: \_\_\_\_\_  
Drawing Number: \_\_\_\_\_  
Date of Plans: \_\_\_\_\_  
Number of Sheets: \_\_\_\_\_
- 2) Location of Land to be subdivided:  
Street Address: \_\_\_\_\_  
Tax Number of Parcel(s): \_\_\_\_\_
- 3) Existing proposed easements and any proposed covenants: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 4) Total site area (square feet or acres): \_\_\_\_\_
- 5) Has this parcel been previously subdivided? \_\_\_\_\_
- 6) Proposed type of development:  
a) single family residential:  
Conventional – Number of Lots \_\_\_\_\_  
Modular – Number of Lots \_\_\_\_\_  
Single, Double-Wide, or other manufactured housing – Number of Lots \_\_\_\_\_
- 7) Have you prepared a Master Plan? \_\_\_\_\_
- 8) Current Zoning Classification \_\_\_\_\_
- 9) Current land use of site: \_\_\_\_\_
- 10) Current condition of site (building, brush, etc.): \_\_\_\_\_
- 11) For subdivision involving extension of public street or utilities:  
a) Start of construction and duration \_\_\_\_\_  
b) Will development be staged? \_\_\_\_\_ If yes, explain \_\_\_\_\_
- 12) List any requested exceptions to the requirements of the Subdivision Ordinance \_\_\_\_\_  
\_\_\_\_\_
- 13) The undersigned hereby requests approval by the Planning Board of the above identified subdivision plat:  
Signature \_\_\_\_\_  
Print \_\_\_\_\_

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:	
Address:		E-Mail:	
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>
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>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>NO</b>	<b>YES</b>	<b>N/A</b>
b. Consistent with the adopted comprehensive plan?			
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>NO</b>	<b>YES</b>	
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?			
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="radio"/> NO <input type="radio"/> 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="radio"/> NO <input type="radio"/> 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>NO</b>	<b>YES</b>	
b. Is the proposed action located in an archeological sensitive area?			
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>NO</b>	<b>YES</b>	
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:			
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="radio"/> Shoreline <input type="radio"/> Forest <input type="radio"/> Agricultural/grasslands <input type="radio"/> Early mid-successional <input type="radio"/> Wetland <input type="radio"/> Urban <input type="radio"/> 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="radio"/> NO <input type="radio"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="radio"/> NO <input type="radio"/> YES	<b>NO</b>	<b>YES</b>	

<p>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:</p>	<p><b>NO</b></p>	<p><b>YES</b></p>
<p>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:</p>	<p><b>NO</b></p>	<p><b>YES</b></p>
<p>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:</p>	<p><b>NO</b></p>	<p><b>YES</b></p>
<p><b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p>		
<p>Applicant/sponsor name:</p>	<p>Date:</p>	
<p>Signature: _____</p>		