



**REQUIRED SUBMITTAL INFORMATION:**

**FOURTEEN (14) COPIES OF PLAT AND SUBMITTAL MATERIAL AT A MINIMUM OF FOURTEEN (14) DAYS PRIOR TO THE OFFICIAL REVIEW MEETING, WITH PLAT CLEARLY MARKED "PRELIMINARY PLAT"**

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**PRELIMINARY PLAT REQUIREMENTS:**

- 1. PLAT SUBMITTED ON WHITE BACKGROUND, CLEARLY LEGIBLE DRAWINGS
- 2. PLAT SHEET SIZE IS MAXIMUM OF 30"X40". STANDARD SIZES OF 17" X22", 22"X34", 24"X36", 30"X40" ARE RECOMMENDED. WHERE MORE THAN ONE SHEET IS REQUIRED, A KEY DIAGRAM MUST BE FURNISHED FOR THE RELATIVE SECTION LOCATIONS
- 3. ALL DIMENSIONS MUST BE IN FEET AND HUNDREDTHS, WITH A MAXIMUM OF ONE (1) INCH EQUAL TO ONE HUNDRED (100) FEET
- 4. KEY MAP WITH SCALE MAXIMUM OF ONE (1) INCH EQUAL TO EIGHT HUNDRED (800) FEET SHOWING:
  - a. THE PROPOSED SUBDIVISION AND ALL AREAS EXTENDING TWO HUNDRED (200) FEET BEYOND THE SUBDIVISION BOUNDARIES
  - b. RELATION OF THE SUBDIVISION TO PRIMARY AND SECONDARY HIGHWAY SYSTEMS ALSO NOTING MAIN INTERSECTIONS
  - c. BOUNDARY LINES OF ZONING, SPECIAL DISTRICTS AND MUNICIPAL AREAS
  - d. MATCH LINES FOR TWO OR MORE DRAWINGS
  - e. SHADE OR SIGNIFICANTLY OUTLINE THE SUBDIVISION
  - f. ADJACENT PROPERTY BOUNDARIES AND OWNERS NAMES (IF SUB-DIVISIONS USE SUBDIVISIONS NAME)
- 5. TITLE BLOCK SHOWING:
  - A. SUBDIVISION NAME
  - B. TOWN AND COUNTY WHERE LOCATED
  - C. NAME AND ADDRESS OF RECORD OWNER
  - D. SUB-DIVIDER'S NAME AND ADDRESS
  - E. TRUE OR MAGNETIC NORTH AND DATE TAKEN
  - F. DATES OF THE ORIGINAL SUBMISSION AND SUBSEQUENT SUBMISSIONS
  - G. MAP SCALE
  - H. NAME, ADDRESS, SEAL AND SIGNATURE OF THE LICENSED PREPARER
- 6. EXISTING SITE CONDITIONS TO BE SHOWN:
  - A. TOPOGRAPHIC CONTOURS:
    - 1. EXISTING TRACT CONTOURS AND LANDS WITHIN FIFTY (50) FEET AT VERTICAL INTERVALS OF FIVE (5) FEET, OR, ON RELATIVELY LEVEL PARCELS, AS SATISFACTORY FOR PLANNING BOARD STUDY
    - 2. CONTOUR ELEVATION BENCH MARK SHALL REFER TO KNOWN ESTABLISHED ELEVATIONS
    - 3. THE EXTENT OF ALTERED CONTOURS FOR THE DEVELOPMENT OF STREETS, STORM MANAGEMENT, SEWAGE DISPOSAL, DRIVEWAYS, ETC.
    - 4. IDENTIFY CLEARING AND GRADING LIMITS
  - B. NATURAL FEATURES:

- 1. LOCATION AND AREA OF TREE MASSES, EXISTING WATER COURSES AND SIGNIFICANT NATURAL FEATURES
- 2. AREAS DESIGNATED AS WET LANDS BY N.Y.S.D.E.C. AND FEDERAL JURISDICTIONAL WET LANDS, EACH FLAGGED AS NECESSARY
- 3. SOIL MAP INCLUDING THE INTERPRETATION OF THE EXISTING SOILS, TYPE, PERCOLATION, SOIL BEARING AND DEPTH TO GROUND WATER
- C. LIMITS OF CLEARING FOR ALL VEGETATED AREAS NOTED
- D. EXISTING STRUCTURES, WATER LINES, GAS LINES, SEWER LINES, POWER LINES, CULVERTS, HYDRANTS TO BE SHOWN BY LOCATION AND WITH ELEVATIONS
- E. EXISTING STREETS WITH NAMES, PAVEMENT WIDTH, RIGHT OF WAYS WITH WIDTHS, ON AND ADJACENT TO THE TRACT
- F. EXISTING PROPERTY LINES
- G. EASEMENTS AND RIGHT OF WAYS, WITH THEIR REASONS FOR ESTABLISHMENT
- H. MUNICIPAL, PUBLIC LANDS, DESIGNATED PARKS, OPEN SPACE, AND OTHER LANDS DESIGNATED FOR PUBLIC OR COMMUNITY USE
- I. ANY BUILDINGS OR STRUCTURES PLANNED TO REMAIN
- 7. PROPOSED SITE CONDITIONS:
  - A. LOCATION, WIDTHS, GRADES AND NAMES OF HIGHWAYS
  - B. LOCATION, WIDTH, NAME AND PURPOSE OF ANY PROPOSED EASEMENT OR RIGHTS OF WAY
  - C. LOCATION OF PLAY GROUNDS, PUBLIC AREAS, PUBLIC BUILDINGS AND OPEN SPACES
  - D. STREET ACCESSES TO ADJOINING PROPERTIES
  - E. RESTRICTED AREAS WITH THEIR PURPOSE NOTED
  - F. LOT LAYOUT:
    - 1. DIMENSIONS AND AREA SHOWN TO THE ONE HUNDREDTH (100) FOOT, WITH BLOCKS AND LOTS NUMBERED AND WITH LOT DRAINAGE SHOWN
    - 2. IDENTIFY LOTS OR PARCELS RESERVED FOR PARTICULAR USES, AND, NOTE IF OFFERED FOR DEDICATION
    - 3. 911 LOT NUMBERING IN COMPLIANCE WITH THE TOWN OF NEW SCOTLAND 911 DESIGNATIONS
- 8. UTILITIES:
  - A. LOCATION OF ANY ON SITE WATER SYSTEMS, AND, OR CONNECTIONS TO AN EXISTING SYSTEM
  - B. SANITARY DISPOSAL SYSTEM INCLUDING:
    - 1. DEPTH TO THE WATER TABLE
    - 2. SOIL TEST BORING DATA (AS NECESSARY)
    - 3. TREATMENT AREA
    - 4. CONNECTION POINTS
    - 5. LINE SIZES
    - 6. ANY CONNECTIONS TO AN EXISTING SYSTEM
  - C. EVIDENCE THAT THE PROPOSED WATER, AND, OR SANITARY SEWAGE SYSTEM HAS BEEN REVIEWED AND APPROVED BY THE ALBANY COUNTY HEALTH DEPARTMENT, AND, IF NECESSARY, BY N.Y.S.D.E.C. OR N.Y.S.D.O.H.

D. STORM WATER EROSION CONTROL LOCATIONS, SIZES AND CONTROL MEASURES PROPOSED

E. CROSS SECTION SHOWING:

1. LOCATION, TYPE AND SIZE OF THE WATER MAINS

2. LOCATION, TYPE AND SIZE OF THE SANITARY SEWAGE SYSTEM

3. LOCATION, TYPE AND SIZE OF THE STORM DRAIN SYSTEM

4. ANY OTHER UNDER GROUND CONDUITS

5. THE CHARACTER, WIDTH AND DEPTH OF ANY PAVEMENT AND SUB-BASES

F. TEST HOLE DATA (IF REQUIRED) SHOWING:

1. DATES TAKEN WITH THEIR LOCATIONS

2. A GRAPHIC DESCRIPTION OF THE FINDINGS FOR EACH TEST LOCATION (THE NUMBER AND LOCATIONS MUST BE ACCEPTABLE TO THE PLANNING BOARD)

9. DRAFT OF ANY PROTECTIVE COVENANTS WHEREBY THE SUB-DIVIDER PROPOSES TO REGULATE LAND USE IN THE SUBDIVISION TO PROTECT PROPOSED DEVELOPMENT, INCLUDING OPEN SPACE AND ANY PROPOSED MAINTENANCE AND, OR, CARE AGREEMENTS OF SHARED FACILITIES AND OPEN SPACES

10. SUBMISSION OF THE "STATE ENVIRONMENTAL QUALITY REVIEW ACT" FULL ENVIRONMENTAL ASSESSMENT FORM, WITH PART ONE COMPLETED, WITH DOCUMENTATION

11. AN ENGINEERING PROJECT NARRATIVE OUTLINING THE DESIGN INTENT OF THE SUBDIVISION LAYOUT AND COMPLIANCE ISSUES WITH APPROPRIATE FEDERAL, STATE, COUNTY AND LOCAL LAWS AND ORDINANCES

12. INCLUDE THE "LAND DISTURBANCE ACTIVITIES" AND THE "AG. DATA" STATEMENTS ON THE PLAT

**"Agricultural operations exist throughout the Town of New Scotland and there are presently or may in the future be farm uses adjacent to or in close proximity to the subdivided premises. Such uses are protected by New Scotland's Right-to-Farm Law."**

**"Prior to any land disturbance activity taking place, a "Land Development Activities Application" must be filed with the Building Department for review and approval in accordance with Article I, Section 4 of Local Law for Storm Water Management and Erosion and Sediment and Control ."**

\*THIS CHECK SHEET IS PROVIDED AS A GUIDE FOR CONVIENCE ONLY, APPLICANT SHOULD REFER TO THE APPLICABLE SECTION OF THE ZONING LAW OF THE TOWN OF NEW SCOTLAND FOR PRELIMINARY PLAT REQUIREMENTS

617.20  
**Appendix C**  
**State Environmental Quality Review**  
**SHORT ENVIRONMENTAL ASSESSMENT FORM**  
For UNLISTED ACTIONS Only

**PART I - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)**

1. APPLICANT/SPONSOR:	2. PROJECT NAME:
3. PROJECT LOCATION:  Municipality: <u>Town of New Scotland</u> County: <u>Albany</u>	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map)	
5. PROPOSED ACTION IS: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY:	
7. AMOUNT OF LAND AFFECTED:    Initially _____ acres    Ultimately _____ acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No    If No, describe briefly	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/ Open Space <input type="checkbox"/> Other Describe:	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input type="checkbox"/> Yes <input type="checkbox"/> No    If Yes, list agency(s) name and permit/approvals:	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? Yes No If Yes, list agency(s) name and permit/approvals:	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE  Applicant/sponsor name: _____ Date: _____  Signature: _____	

OVER

**PART II - IMPACT ASSESSMENT (To be completed by Lead Agency)**

A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR, PART 617.4? If yes, coordinate the review process and use the FULL EAF.  
 Yes     No

B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If No, a negative declaration may be superseded by another involved agency.     Yes     No

C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible)

C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic pattern, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:

C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:

C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:

C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:

C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly:

C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly:

C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly:

D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CRITICAL ENVIRONMENTAL AREA (CEA)?

Yes     No    If Yes, explain briefly:

E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS?

Yes     No    If Yes, explain briefly:

**PART III - DETERMINATION OF SIGNIFICANCE (To be completed by Agency)**

**INSTRUCTIONS:** For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed. If question D of Part II was checked yes, the determination of significance must evaluate the potential impact of the proposed action on the environmental characteristics of the CEA.

- Check this box if you have identified one or more potentially large or significant adverse impacts which MAY occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.
- 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 AND provide, on attachments as necessary, the reasons supporting this determination.

Town of New Scotland Zoning Board

Name of Lead Agency

Date

Print or Type Name of Responsible Officer in Lead Agency

Chairman, Zoning Board of Appeals

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

(Signature of Preparer (If different from responsible officer))